SARATOGA WATER DISTRICT

ISLAND COUNTY WASHINGTON

Minutes for December 18, 2024 - Regular Meeting

MEETING PLACE

Baby Island Club, 3616 Saratoga Road, Langley WA

IN ATTENDANCE: Commissioners Phil Prior, William Poss (via conf. call) and Keith Sorensen.

Absent: none

ALSO PRESENT: none

Meeting called to order at 7:05 pm by Commissioner Sorensen.

Commissioner Sorensen motioned the November 2024 meeting minutes be approved as written. Commissioner Prior seconded the motion. ***(Motion carried, unanimously approved and passed).***

Commissioner Poss motioned vouchers 78 through 83 and ETF 24-11 for the month of December 2024 in the total amount $12,778.96 be approved. Commissioner Prior seconded the motion. ***(Motion carried, unanimously approved and passed)***.

Cash in the Operations Maintenance account as of November 30, 2024 was reported as $128,925.48. A reported total balance of $212,723.44 as of November 30, 2024 is being carried in the Reserve Fund. Both accounts are in the Island County Treasurer’s Fund.

The balance due on water bills was $1291.35 and past due account of $768.92. A review of the past due accounts receivable was made and a discussion will be held next meeting on action to be taken to get the balances collected.

**Manager’s report**

**Per King/NW Natural:** reported “*three accounts sent 30-day notice that is due December 19th . After the 30 day notices we typically send out a 48-hour lock off notice, but with the holidays I would like to confirm how to proceed: we can hold off and send out 15 day final demand letter first, if you have a way to contact the residence and or final proceed with the 48-hour lock offs will request info on the locked off customer*”.

Commissioner Poss motioned that given the holidays the three accounts be given a 15-day final demand letter. Commissioner Sorensen seconded the motion. ***(Motion carried, unanimously approved and passed)***.

**Old Business-Operations**

* King/NNW was asked to provide comment regarding arsenic test results. No comment provided. Commissioner Poss noted test results continue to be under 10ppb and posted on the SWD website. Matter tabled.
* King/NNW was asked to provide comment regarding ferric mixer paddle repair or replacement. King/NWN response: “*Replace and it is on its way”.* Matter tabled*.*
* Continued discussion of the Pressure Reduction Valve service schedule for PRV on Center Street. King/NW Natural comment: “*JJ took off the charges and will send over the work order with results*”. Commissioner Poss will follow up with JJ for clarification. Matter tabled.
* Continued discussion of panel modifications and a Supervisory Control and Data Acquisition (SCADA) system options. King/NNW provided comment as follows: “*Robert from Facet had to cancel the meeting but it has been rescheduled for this Friday*”. Matter Tabled.
* Continued discussion of ordering of arsenic system spare parts (solenoids, spare mixer motor and dosing pump spare, sight tube). King/NW response: “*Nik had the meeting, status unknown due to major project on Camano Island, will speak with him tomorrow and get back*”. Matter tabled.
* Continued discussion of the paving apron at Reservoir and Saratoga Road. King/NW Response: “*Waiting on Bid from Anania*”. Matter tabled.
* Continued discussion of reservoir cleaning**-**it will be 3 years in November since last cleaning-please put on the schedule. King/NW Response: “*Reservoir cleaning was complete, everything went smoothly and nothing new to report*”. Matter tabled.

**Old Business- Administration**

None

**Old Business Commissioner update:**

* Continued discussion of the Cross Connection Survey. Discussed whether to use the draft letter (new survey) from JJ Olson and start process anew or use Sandra’s survey data. Board to review the CCC program as described in our SWSMP and Sandra’s data before deciding how to move forward. Matter tabled**.**
* Continued discussion of contract proposal from NWN for 2025 received by email 10-03. Commissioners considered/reviewed comments from our attorney from meeting on Dec. 10 and follow up emails. Commissioner Poss motioned that the contract as revised by NWNW on Dec 17. Commissioner Prior seconded the motion. ***(Motion carried and approved by Commissioner Poss and Prior- Commissioner Sorensen voting no)***.
* Continued discussion of disposition and storage of extra treatment media. Commissioner Sorensen reported will research storage bins with wheels and locking lids. Matter tabled.
* Continued discussion of setting up online bill payment system with the recommended company (Intuity) provided by King/NWN. Commissioner Prior has no new info to report. Matter tabled.
* Continued discussion of update on completion of chlorine shed. Commissioner Prior noted additional work needed for to seal building from pests, floor protection from moisture, insulation, lights and fan. Matter tabled.
* Continued discussion of tagging fire hydrants. Matter tabled.
* Continued discussion of reservoir markings this spring/summer. Commissioner Prior reported he will check on whether exterior of reservoirs cleaned and the work will need to be done in drier weather. Matter tabled.
* Discussion of Fair Trade bid on the tree work to remove leaning alder over well house/electrical transformer box for $1578.62. Commissioner Prior to follow up. Matter tabled.
* Discussion of propane tanks status whether full for fall/winter. Commissioner Prior reported the tanks were refilled recently (before a power outage) and will recheck levels. Matter tabled.
* Discussion of additional security signage at the well site fencing. Matter tabled.
* Discussion of Commissioner email system (Zoho email). Commissioner Sorensen has successfully logged in and will use the system going forward. Commissioner Prior will continue with his personal email address until he gets connected to the new system. Matter tabled.

**New Business**

* Discussion of creating a spread sheet/calendar of the system maintenance items as it can take months for NWNW and/or contractors to schedule and complete (ie: reservoir cleaning, PRV servicing, main flushing, generator servicing: reference SWSMP). Matter tabled.
* Discussion of SWD Rate Schedule and need to consider increasing rates to keep up with inflation in materials, new Operator Contract fees and maintain and build adequate Reserves for future operations and maintenance. Last adjustment to Rate Schedule was Jan 2019. Matter tabled.
* Discussion of the generator capacity and potential to keep a water supply available during power outages longer than the reservoirs can support (such as keeping one well pump operational). Matter tabled.

**Audience Participation:** None

Commissioner Sorensen motioned that the meeting be adjourned at 8:45. Commissioner Poss seconded the motion. (***Motion carried, unanimously approved and passed)***

Commissioner Sorensen, President \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Commissioner Poss - Secretary \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Commissioner Prior – Treasurer\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_