SARATOGA WATER DISTRICT

ISLAND COUNTY WASHINGTON

Minutes for November 20, 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 Prior motioned the October 2024 meeting minutes be approved as written. Commissioner Sorensen the motion. ***(Motion carried, unanimously approved and passed).***

Commissioner Poss motioned vouchers 71 through 77 and ETF 24-10 for the month of October 2024 in the total amount $17528.41 be approved with the understanding the Facet billing back up info be requested from Facet and reviewed. Commissioner Prior seconded the motion. ***(Motion carried, unanimously approved and passed)***.

Cash in the Operations Maintenance account as of October 31, 2024 was reported as $135,832.00. A reported total balance of $212,712.82 as of October 31, 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 $1595.13 and past due account of $9437.97. 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.

Note the number of accounts is 227 not 225 as listed.

**Manager’s report**

**King/NW Natural:** 30 day notices and one lock off was noted in the Accounts Receivable provided. Commissioners will request info on the locked off customer.

**Old Business-Operations**

* King/NNW was asked to provide comment regarding chemical shed on why floor is wet and what can be done to keep it dry? King/NWN response: “*There is no drain in the floor to allow excess water from batching over flow. This is a common occurrence during batching. The floor is made of wood and needs to be waterproofed/sealed to extend the life of the floor”.* Commissioners discussion on solutions including possible epoxy or waterproofing-matter tabled*.*
* King/NNW was asked to provide comment regarding arsenic test results. King/NWN response: “*Nate is meeting with DCG on 11/22/24 to get more information on how to proceed with the arsenic treatment response from NWN*”. Commissioner Poss is posting results on website. Matter tabled.
* King/NNW was asked to provide comment regarding ferric mixer paddle repair or replacement. King/NWN response: “*Nate is meeting with Ferral pumps to order a mixer.* Matter tabled*.*
* Continued discussion of the Pressure Reduction Valve service schedule for PRV on Center Street. King/NW Natural comment: “*The work was not completed but the date of repair is Thursday, November 21, 2024*”. Matter tabled.
* Continued discussion of panel modifications and a Supervisory Control and Data Acquisition (SCADA) system options. King/NNW provided comment as follows: “*Nate has a meeting with Robert 11/22/2024 and will discuss it at that time. Jerry Beck has not had any contact with King Water*”. Matter Tabled.
* Continued discussion of ordering of arsenic system spare parts (solenoids, spare mixer motor and dosing pump spare, sight tube). King/NW response: “*I have the dosing pump and static mixer on order. I have also talked with the ATEC representative about spare parts for the filters and should have an answer next week*”. Matter tabled.
* Continued discussion of the paving apron at Reservoir and Saratoga Road. King/NW Response: “*Nik is waiting for the estimate from ANANIA. The work won’t be completed until after the new year due to weather temperatures*”. Commissioner. 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: “*We have a date open for 11/21*”. Matter tabled.

**Old Business- Administration**

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 regarding reimbursement for well left on/overflow of reservoirs on 4-18. Commissioner Sorensen motioned the offer by JJ Olson of $50 credit while doing more research on potential impact on the treatment system be approved. Commissioner Poss seconded the motion. ***(Motion carried, unanimously approved and passed).***
* Continued discussion of secondary humidifier repair. Commissioner Prior reported the new humidifier is installed and operational and the smaller unit is now working in the booster pump room. Commissioner Prior to investigate. Matter tabled.
* Continued discussion of disposition and storage of extra treatment media. Commissioner Sorensen reported his investigation of storage barrels shipping costs very high and 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 insulation, lights and fan. Matter tabled.
* Continued discussion of tagging fire hydrants. Matter tabled.
* Continued discussion pump house gutter guard. Commissioner Prior reported the guard is installed as well as a gutter above the electrical panel box on the pump room.
* Continued discussion of reservoir markings this spring/summer. Commissioner Prior reported he ordered stencils and can do once exterior of reservoirs cleaned. Matter tabled.
* Discussion of Fair Trade clean up fallen tree debris and autumn site cleaning and bid on hazard tree removal around reservoirs and leaning alder near pump house. Commissioner Prior reported fall site work completed and recieved a bid on the tree work (remove leaning alder over well house/electrical transformer box for $1578.62). Commissioner Sorensen motioned the bid be approved. Commissioner Priors seconded the motion. ***(Motion carried, unanimously approved and passed)***.
* Continued discussion of contract proposal from NWN for 2025 received by email 10-03. Commissioners have reviewed and will discuss with JJ Olson at conference call on Dec 2. Matter tabled.

New Business

* Commissioner Prior reported he cleaned up debris around well house and taken to the dump. A request for clean-up reimbursement to be submitted.
* Discussion of propane tanks status whether full for fall/winter. Commissioner Prior check the tanks at 60% and called Skagit to fill soon. Matter tabled.
* Discussion of additional security signage at the well site fencing. Commissioner Prior will purchase new sign to post on perimeter fencing. Matter tabled.

**Audience Participation:** None

Commissioner Sorensen motioned that the meeting be adjourned at 8:35. Commissioner Poss seconded the motion. (***Motion carried, unanimously approved and passed)***

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

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

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