

SARATOGA WATER DISTRICT
ISLAND COUNTY WASHINGTON

Minutes for February 19, 2025 - Regular Meeting

MEETING PLACE

Baby Island Club, 3616 Saratoga Road, Langley WA

IN ATTENDANCE: Commissioners Phil Prior, William Poss and Keith Sorensen.

Absent: none

ALSO PRESENT: none

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

Commissioner Poss motioned that the January 2025 meeting minutes be approved as written. Commissioner Sorensen the motion. (*Motion carried, unanimously approved and passed*).

Commissioner Poss motioned vouchers 89 through 94 and ETF 25-01 for the month of February 2025 in the total amount \$6087.84 be approved. Commissioner Sorensen seconded the motion. (*Motion carried, unanimously approved and passed*).

Cash in the Operations Maintenance account as of January 31, 2025 was reported as \$121,556.17. Reserve Funds include \$213,760.13 in the reserve CD plus \$12,695.36 in the reserve account as of January 31, 2025. All accounts are carried by the Island County Treasurer.

The balance due on water bills was -\$747.38 and past due amount of \$578.53. A review of the past due accounts receivable was made. Account No.20144 was reported as submitting a check that was returned for lack of funds. Board to ask King/NWNW to send a letter regarding the bad check and that the account continues to be past due and accruing charges/fees and that the District will need to pursue legal remedy if not made current. Letter to include reference to the Opportunity Council for possible assistance. 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 there are 8 30-Day Certified letters to mail. One account locked off and one bad checked received as noted above.

Old Business-Operations

- King/NNW was asked to provide comment regarding arsenic test results. King/NWN response: "*Well # 2 is still offline witch could be causing some of our ar-*

senic issues, we are contacting Jerry Beck daily until it is put on the schedule to be repaired. I have also contacted Robert from facet and set up a meeting for Friday Feb. 28th to discuss arsenic issues and Atec control systems". Matter tabled.

- King/NNW was asked to provide comment regarding ferric mixer paddle repair or replacement. King/NWN response: *"Spare Ferric mixer is on sight at the Saratoga WD pumphouse. The original mixer that is currently online is working properly."* Matter tabled.
- King/NNW was asked to provide comment regarding Supervisory Control and Data Acquisition (SCADA) system options. King/NNW provided comment as follows: *"Attached an estimate for a SCADA system to this email. This is the one we most commonly use; it has 12 ports to attach transducers for pumphouse system monitoring.(Nate). I have a meeting with facet Feb. 28th . I have also reached out to Global to get more information"*. Matter Tabled.
- Continued discussion of ordering of arsenic system spare parts. King/NW response: *"I have attached the ATEC estimate for spare parts. We do not need all 7 spares for the solenoids, but one or two would be perfect. With your approval I can get those parts ordered asap. (NATE).* Commissioners agreed to order 2 only and will advise King/NWN accordingly. Matter tabled.
- Continued discussion of the paving apron at Reservoir and Saratoga Road. King/NW Response: *"I have Anania working on an estimate for the apron. They had said roughly, it would be close to \$18,000. I will get that estimate before your next meeting, the yards should be producing blacktop again by April. (NATE)."* Commissioners agreed the cost is too high to justify at this time and will advise King/NWN accordingly. Matter tabled.
- Continued discussion of system flushing and valve/hydrant exercising schedule- last year we didn't get this done till July after many reports of brown water. King was advised that mid-week mid-May is preferred to avoid disruption of our many weekenders and short term rentals. King/NWN response: *" We have Tuesday May 13th open on my schedule to get that flush done. If that day works, please let me know and I will keep it on the schedule. If not, I have the following Tuesday in May open as well. (NATE).* Commissioners agreed that the May 13 date is fine and will advise accordingly and request the work include all valve/

hydrant exercising. Matter tabled.

Old Business Commissioner update:

- Continued discussion of the Pressure Reduction Valve service schedule for PRV on Center Street. Commissioner Poss reported that Prestige Worldwide Technologies was onsite Feb 13 and serviced the PRV. A summary report was emailed. Prestige recommended a next service in 2-3 years.
- Tabled discussion of the Cross Connection Survey.
- Continued discussion the 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 as recommended by our engineer in the Small Water System Management Plan. Last month the Board approved an increase Base Rate to \$100 and retain the existing tiered schedule effective April 1, 2025. However as noted by King/NWN the increase would be mid billing cycle. Therefore it was agreed to move the rate change to May 1, 2025.

Commissioner Poss presented and proposed Resolution 25-1 to formally approved the Rate increase. Commissioner Prior seconded the motion. (***Motion carried, unanimously approved and passed***).

- Commissioner Poss presented a draft letter to all SWD customers explaining the Rate increase to be included with the end of February billing. Commissioners agreed to have King/NWNW send the letter as drafted.
- 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). Commissioner Sorensen presented a draft template for a working copy. Additional info to be entered and review continued. Matter tabled
- Continued discussion of disposition and storage of extra treatment media. Commissioner Sorensen presented 2 storage bins and lids and will organize an effort to fill with media and store in the pump house. Matter tabled.
- Tabled discussion of setting up online bill payment system.
- Continued discussion of update on completion of chlorine shed. Commissioner Prior noted shed is functioning as intended with some additional work needed for floor protection from moisture. Matter tabled.
- Tabled discussion of tagging fire hydrants.

- Continued discussion of reservoir markings this spring/summer. Need to obtain bids for exterior cleaning before project initiated. Matter tabled.
- Continued 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 additional security signage at the well site fencing. Matter tabled.
- Tabled discussion of Commissioner Prior signing in to the SWD email system (Zoho email).

New Business

- Discussion of policy on bill collection. Commissioners noted shut off is a drastic measure that does not always result in fee collections. Other options include placement of a Lien on the property, hiring a collection agency and small claims court per info obtained from the Municipal Research and Services Center. MRSC is a nonprofit organization that helps local governments across Washington State better serve their communities by providing legal and policy guidance on any topic. Reference: *Collection Practices for Delinquent Utility Accounts* Website: <https://mrsc.org/explore-topics/utilities/billing/delinquent-utility-accounts> Matter tabled.

Correspondence

Commissioner Poss reported on letter received from Island County Public Works (ICPW) regarding required Liability insurance for Franchise holders such as SWD. Commissioner Poss obtained a Certificate of Liability coverage from our insurer WA Risk Pool (WSMRP) and forwarded it to ICPW.

Also included from ICPW was a letter regarding possible paving roads in our District and the requirement for SWD to raise any valve covers etc. to new pavement elevations after paving. Commissioner Poss will contact ICPW regarding paving schedule. Matter tabled

Audience Participation: None

Commissioner Sorensen motioned that the meeting be adjourned at 8:50. Commissioner Poss seconded the motion. (*Motion carried, unanimously approved and passed*)

Commissioner Sorensen, President _____

Commissioner Poss - Secretary _____

Commissioner Prior – Treasurer _____