

SARATOGA WATER DISTRICT
ISLAND COUNTY WASHINGTON

Minutes for March 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 February 2025 meeting minutes be approved as written. Commissioner Sorensen the motion. ***(Motion carried, unanimously approved and passed).***

Commissioner Poss motioned vouchers 95-100 (with added voucher 101 for \$177.85 for Island County property taxes) and ETF 25-02 for the month of March 2025 in the total amount \$14,249.25 be approved. Commissioner Sorensen seconded the motion. ***(Motion carried, unanimously approved and passed).***

Cash in the Operations Maintenance account as of February 28, 2025 was reported as \$125,622.78. Reserve Funds include \$214,227.34 in the reserve CD plus \$12,695.36 in the reserve account as of February 28, 2025. All accounts are carried by the Island County Treasurer.

The balance due on water bills was \$9796.76 and past due amount of \$1627.35. A review of the past due accounts receivable was made. Account No.20144 and 20324 continue to be about a year past due. Board to ask King/NWNW to send a certified letter to both accounts stating unless the past due and accruing charges/fees are paid within 30 days the district will pursue recording a lien on the title. Letter to include reference to the Opportunity Council for possible assistance. The balance of other past due accounts are relatively short duration small amounts and expected to be paid during the current billing cycle. A discussion will be held next meeting on action to be taken to get balances collected.

Old Business-Operations

- King/NWNWS was asked to provide comment regarding arsenic test results. King/NWNWS response: “*Well 2 is up and running with no issues. We expect to see a drop in the arsenic levels.*”. It was noted that recent test results have been improving. Matter tabled.
- King/NWNWS was asked to provide comment ATEC control panel modifica-

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tions and the recommended Supervisory Control and Data Acquisition (SCADA) system. King/NWNWS response: *“The suggestion is that Saratoga reach out to Robert Bennion about the SCADA system/ATEC control panel for information”*.

Commissioner Sorensen to reach out to Facet. Matter Tabled.

- King/NWNWS was asked to confirm system flushing and valve/hydrant exercising schedule date of May 13 as noted last month by Nate. King/NWNWS response: *“Yes the flush is on the schedule for May 13, 2025-Confirmed.* Matter tabled.
- King/NWNWS asked to comment on replacement of missing valve box cover at Reservoir Road and Saratoga Road-order placed? King/NWNWS response: *“Nik placed the order, and NWNWS is waiting on the order to arrive”*. Matter tabled.

Old Business Commissioner update:

- Consideration of ordering of arsenic system spare parts (bid from ATEC for 2 solenoid valves and sight tube at \$1209.74). Commissioner Poss motioned to approve the purchase as presented. Commissioner Sorensen seconded the motion. ***(Motion carried, unanimously approved and passed)***.
- Commissioner Poss reported that Northwest Pump replaced the compressor motor 3-19-25 that was approved last year.
- Continued discussion of the updated system maintenance spreadsheet prepared by Commissioner Sorensen. Matter tabled.
- Continued discussion of disposition and storage of extra treatment media. Commissioner Sorensen purchased storage bins and lids and will organize an effort to fill with media and store in the pump house. Matter tabled.
- Continued discussion of the Pressure Reduction Valve service 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 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. Commissioner Poss reported his conversation with Nic of NWNWS who said he could clean the lower 6 feet to allow for repainting and not need to rent a lift to clear entire reservoirs. A bid

will be requested. Deteriorating condition of reservoir depth markers noted. 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. Annual spring clean up due soon also. Commissioner Prior to follow up. Matter tabled.
- Discussion of additional security signage and security technology at the well site. Commissioner Prior to research options. Matter tabled.
- Tabled discussion of Commissioner Prior signing in to the SWD email system (Zoho email).
- Commissioner Poss update regarding paving by Island County this spring/summer-no work planned within our District per Bayview Road shop.
- Tabled discussion of the Cross Connection Survey.

New Business

- Discussion of policy on late bill collections. It was noted there are a wide range of reasons why customers may be late and the Board can address each as required according to the guidance from the info at 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.
- Discussion of need to revise District Rate Sheet to reflect new rates. Commissioner Sorensen to prepare a draft new Rate Sheet for review. Matter tabled.

Correspondence

Commissioner Poss reported on email received from our insurer WA Risk Pool (WSMRP) requesting review of our coverage limits and covered buildings and equipment. Commissioner Poss will inquire about whether our arsenic treatment system is included. Matter tabled.

Commissioner Poss reported on a request from customer 20172 about the meter box in alley damaged from traffic. A traffic rated box replacement requested of King NWNWS. Matter tabled.

Discussion of NWNW proposal from Annie Gee dated 3-4-2025 to complete the annual Consumer Confidence Report and the Water Use Efficiency Report. Commissioner Poss motioned to approve the completion and submittal of each report by NWNWS as presented. Commissioner Sorensen seconded the motion. ***(Motion carried, unanimously approved and passed)***.

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 _____