

SARATOGA WATER DISTRICT
ISLAND COUNTY WASHINGTON

Minutes for April 16, 2025 - Regular Meeting

MEETING PLACE

Baby Island Club, 3616 Saratoga Road, Langley WA

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

Absent: none

ALSO PRESENT: none

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

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

Commissioner Poss motioned vouchers 101-104 (with added vouchers for \$97.72 and \$22.29 for Commissioner Sorensen and Poss expenses reimbursement respectively) and ETF 25-03 for the month of April 2025 in the total amount \$4025.98 be approved. Commissioner Sorensen seconded the motion. ***(Motion carried, unanimously approved and passed).***

Per correspondence from King/NWNWS the March voucher payments have been mailed out and the checks from February that were incorrectly addressed were pulled before mailing will be re-issued by the County Treasurer.

Cash in the Operations Maintenance account as of March 31, 2025 was reported as \$136,721.31. Reserve Funds include \$214,725.76 in the reserve CD plus \$12,695.36 in the reserve account as of March 31, 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 over a year past due.

Commissioner Poss motioned to ask King/NWNW to send a certified letter to account 20324 stating unless the past due and accruing charges/fees are paid within 30 days the district will pursue recording a lien on the title. Commissioner Sorensen seconded the motion. ***(Motion carried, unanimously approved and passed).***

Per correspondence from King/NWNWS account No.20144 has contacted the Opportunity Council for possible assistance and a check is anticipated soon.

The balance of other past due accounts are relatively short duration small amounts and expected to be paid during the next billing cycle. Commissioner Sorensen proposed to draft a possible Policy for addressing collection balances. A discussion will be held next meeting on action to be taken to get balances collected.

Commissioner Poss noted we likely need to send another Quarterly DOH Notice of Violation to customers before end of April. Jessica Perryman has been contacted for info on the status of arsenic testing but no reply yet. Per Jessica Perryman she will get the notice prepared and provided by the end of the week. Board determined another letter to the membership not necessary at this time as all test data is posted online as reported many times previously.

King/NWNWS was asked to provide status on preparation of the annual Consumer Confidence Report and the Water Use Efficiency Reports? King/NWNWS response: *"Per Jessica Perryman the CCR should be sent out by the end of this month"*.

King/NWNWS was asked to send the standard letter to all customers regarding system flushing and valve/hydrant exercising schedule date of May 13 as noted last month by Nate. King/NWNWS provided draft which was approved by the Board. Discussion of placing sandwich boards for notice of system flushing. Commissioner Poss can set up before May 13 but will not be available to take them down afterwards. It was determined to forgo placement of sandwich boards as the letter will go out and Commissioner Poss will post on website.

Old Business-Operations

- King/NWNWS was asked to provide comment regarding arsenic test results. King/NWNWS response: *"Nik and Josh are working together on adjusting the ferric levels and the backwash levels to see if this will bring down the arsenic levels. They will continue to monitor the system and watch those levels closely and keep the board of any changes."* It was noted that recent test results have again been above MCL. 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: *"The lid was ordered we are just waiting for that to be delivered to our warehouse. Once it is in, we will get the installation scheduled immediately"*. Matter tabled.
- King/NWNWS asked to comment on a request from customer 20172 about the

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meter box in alley damaged from traffic. King/NWNWS response: *"we are checking our warehouse to see if we have one in stock, if not we will order the traffic rated box at that time"*. Matter tabled.

- King/NWNWS asked to comment on ordering of arsenic system spare parts (bid from ATEC for 2 solenoid valves and sight tube at \$1209.74). King/NWNWS response: *"We ordered the spare parts from Global Sampson on 3.25.2025 and are currently waiting for the delivery. Once we receive the order we will deliver the parts to the pump house, unless you have a different place you want to store them"*. Commissioners agreed to keeping pumphouse. Matter tabled.

Old Business Commissioner update:

- Commissioner Sorensen commented that he recently reached out to Robert Benton at Facet to discuss the the recommended Supervisory Control and Data Acquisition (SCADA) system. Matter Tabled.
- Continued discussion of the updated system maintenance spreadsheet prepared by Commissioner Sorensen. Commissioner Poss added contact info for various vendors. Matter tabled.
- Continued discussion of disposition and storage of extra treatment media. Commissioner Sorensen will organize an effort to fill with media and store in the pump house. Matter tabled.
- No further 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.
- Continued discussion of tagging fire hydrants. Waiting for better weather. Matter tabled.
- Continued discussion of repainting reservoir markings this spring/summer. Need to complete exterior cleaning before project initiated. NWNWS said they could clean the lower 6 feet and base for \$800. A second bid will be requested from Fair Trade. 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 reported the spring cleanup expected next week. Commissioner Prior to follow up. Matter tabled.
- Continued discussion of additional security signage and security technology at the well site. Commissioner Prior will provide info from his review/research options. Matter tabled.

- Continued discussion of Commissioner Prior signing in to SWD email system (Zoho email). He will continue with his personal email for now. Matter tabled.
- Discussion of need to revise District Rate Sheet to reflect new rates effective May 1. Commissioner Sorensen drafted new Rate Sheet for approval. Commissioner Poss will post on website and send to King/NWNWS.
- Commissioner Sorensen inquired about Jerry Beck Co. providing an updated wiring plan. None provided to date. Commissioner Poss will get in contact with Jerry Beck. Matter tabled.
- Tabled discussion of the Cross Connection Survey.

New Business

None

Correspondence

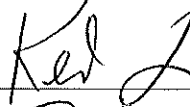
- Commissioner Poss reported on email received from Central Whidbey Fire and Rescue about the Department having challenges with central Whidbey districts allowing the Fire crews to flow test and exercise fire hydrants. Commissioner Poss reported he called South Whidbey Fire Chief to discuss if they would be interested in our District. He said yes it would be a good idea and would want buy-in from the Commissioners and Operator. Board agreed it would be advantageous to have the fire Department flow test and exercise hydrants as we haven't had a detailed report from King/NWNWS as requested during previous years' flushing operations.

Commissioner Sorensen motioned that the South Whidbey Fire Department be asked to flow test and exercise all Saratoga Water District hydrants. Commissioner Poss seconded the motion. (*Motion carried, unanimously approved and passed*). Commissioner Poss will get in contact with South Whidbey Fire Chief to discuss a plan. Matter tabled.

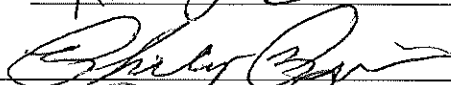
Audience Participation: None

Commissioner Sorensen motioned that the meeting be adjourned at 8:20. Commissioner Poss seconded the motion. (*Motion carried, unanimously approved and passed*)

Commissioner Sorensen, President



Commissioner Poss - Secretary



Commissioner Prior - Treasurer

