

SARATOGA WATER DISTRICT
ISLAND COUNTY WASHINGTON

Minutes for May 21, 2025 - Regular Meeting

MEETING PLACE

Baby Island Club, 3616 Saratoga Road, Langley WA

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

Absent: none

ALSO PRESENT: none

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

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

Commissioner Poss motioned vouchers 105-114 and ETF 25-05 for the month of May 2025 in the total amount \$13,990.86 be approved. Commissioner Prior seconded the motion. *(Motion carried, unanimously approved and passed).*

Cash in the Operations Maintenance account as of April 30, 2025 was reported as \$132,274.39. Reserve Funds include \$215,231.35 in the reserve CD plus \$12,695.36 in the reserve account as of April 30, 2025. All accounts are carried by the Island County Treasurer.

The balance due on water bills was \$10,375.51 and past due amount of \$236.63. A review of the past due accounts receivable was made.

Account No.20144 has been provided assistance from the Opportunity Council.

The Board discussed a possible policy for actions to be taken to get past due balances collected without conclusion. The discussion will continue at the next meeting as noted in New Business below.

Old Business-Operations

- King/NWNWS was asked to provide comment regarding arsenic test results. King/NWNWS response: "Josh is taking arsenic samples weekly. The arsenic levels are holding and not elevating per the results we are receiving. Reminder: arsenic results take up to 3 weeks to come in after the initial sample. (example: we don't see the result from week 1 until week 4, etc.)". Per Jessica Perryman of

NWNWS the WA DOH has reviewed our arsenic data and concluded "*The resulting 2025-Q1 RAA is 0.0104 mg/l, which is technically below the standard (with rounding), and not a MCL exceedance*". Therefore a Violation notice is not necessary at this time and all test data is posted online on our website. Matter tabled.

- King/NWNWS asked to comment on a request from customer 20172 about the meter box in alley damaged from traffic. No King/NWNWS response. 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: "*The spare parts are in and Josh will deliver those to the pump house on Thursday, 5/22/2025*". Commissioners agreed to keeping in pumphouse.
- King/NWNWS asked to comment on the recent hydrant flushing. King/NWNWS response: "*The flushing went well even with the scheduling delay we had. There are 2 isolation valves that are non-operational on McKay. Please let us know if you would like us to order the valves for replacement*". Commissioners agreed to ask for a bid on the project. Matter tabled.

Old Business Commissioner update:

- Commissioner Sorensen reported a recent conversation with Robert Bennion at Facet to discuss a possible Supervisory Control and Data Acquisition (SCADA) system. Mr. Bennion provided a detailed cost estimate from Jerry Beck Co. for SCADA, electrical upgrades, generator upgrades and chemical building completion. Jerry Beck Co. provided an updated wiring plan via email. No action at this time until further review of the materials. Matter tabled.
- 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 will organize an effort to fill bins with media and store in the pump house when the weather is accommodating. Matter tabled.
- Continued discussion of update on completion of chlorine shed. The installation of a vent fan and light switch as noted by Jerry Beck discussed. Commissioner Prior noted he could complete the additional work. Commissioner Poss recommended a licensed electrician install the vent fan and electrical connections. 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 has been requested from Fair Trade but not provided yet. Matter tabled.
- Commissioner Prior reported the spring cleanup completed by Fair Trade. Discussion of Fair Trade bid on the tree work to remove leaning alder over well house/electrical transformer box and other small trees around reservoirs. Commissioner Prior reported an updated bid for \$1050.60. Commissioner Sorensen motioned the tree work bid by Fair Trade for in the total amount \$1050.60 be approved. Commissioner Prior seconded the motion. (*Motion carried, unanimously approved and passed*).
- Continued discussion of additional security signage at the well site. Commissioner Prior reported on signage to be installed. Matter tabled.
- Commissioner Poss reported he called South Whidbey Fire Chief to discuss the Department flow testing and exercising hydrants. No response from SW Fire to report. Matter tabled.
- **New Business**
Discussion of proposed Policy on how to address accounts that are late. Various ideas discussed such as reminder notices, 30 day notices, liens, collection agencies, small claims court and costs and timing and whether to base the action on the amount owed or time overdue. Board agreed to continue the discussion at next meeting. In meantime Board agreed to ask KING/NWNWS to send a reminder notice to any account over 6 months past due. Matter tabled.

Correspondence

- Commissioner Prior reported a customer told him her mailing of a check to King was returned by the post office as undeliverable. The envelopes are pre-printed with the mailing address and no other such problems reported.

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

Meeting minutes

