

SARATOGA WATER DISTRICT
ISLAND COUNTY WASHINGTON

Minutes for July 16, 2025 - Regular Meeting

MEETING PLACE

Baby Island Club, 3616 Saratoga Road, Langley WA

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

Absent: none

ALSO PRESENT: none

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

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

Commissioner Poss motioned vouchers 120-123 and ETF 25-07 for the month of July 2025 in the total amount \$6,424.00 be approved. Commissioner Sorensen seconded the motion. ***(Motion carried, unanimously approved and passed).***

Cash in the Operations Maintenance account as of June 30, 2025 was reported as \$135,486.20. Reserve Funds include \$216,324.47 in the reserve CD plus \$12,2695.36 in the reserve account as of June 30, 2025. All accounts are carried by the Island County Treasurer.

As of July 1, the balance due on water bills was -\$2826.33 and past due amount of \$515.55. A review of the past due accounts receivable was made. Reminder Notices will be sent to any account over 6 months past due.

King/NWNWS Administration was asked to comment on the following prior to the meeting:

- Vouchers for June-per Devin Geiger: *“we just got the June meeting checks in the mail from Island County on Friday afternoon. We put them in the mail yesterday. These just happen to both be mailed from our Oregon office but that was because they mailed them to us from Island County. We can also have them picked up from the County, which I think is a faster option. It seems to take a long time to go from the county, to Oregon, and back up to the Island”.*
- Status of April and May vouchers-April checks received just prior to June board meeting. Per Devin Geiger *“May meeting checks should be arriving any day now. I know those were put in the mail around 2 weeks ago”*

Meeting minutes

- Status on correcting checks from February vouchers? Devin Geiger: *"I have started filling out the form for the February checks. Need to check with Island County on a couple line items of how they want it answered"*.
- In regard to timeframe for processing vouchers appears to be taking longer than in the past-can it be improved? Per Devin Geiger: *"It is taking longer. I tried having the checks mailed to Oregon because I thought it would be more efficient than sending someone from the office to pick them up, but it takes such a long time that I don't think it is worth it. We also have a new employee joining our accounting team next week which should free myself and the others currently on the time to be able to meet these deadlines quicker than we are currently"*.

Old Business-Operations

- King/NWNWS was asked to provide comment regarding arsenic test results. No King/NWNWS response however test results continue to be near 5 ppb well under MCL. Commissioner Sorensen reported his questions about backwash scheduling were sent contact Robert Benion of Facet to discuss but no response yet. Matter tabled.
- King/NWNWS provided bid to replace or repair two valves noted as non-functional during flushing May 13-14. Commissioner Sorensen motioned the proposal in the estimated cost of \$14,1128 be approved provided King/NWNWS is asked about a potential to repair the valves in place instead of replacing. Commissioner Prior seconded the motion. ***(Motion carried, unanimously approved and passed)***.
- King/NWNWS provided bid to inspect ATEC media tanks and top off if needed. An Estimate for Filter Media Check and Refill was provided at a cost of \$1075. Commissioner Prior motioned the proposal in the estimated cost of \$1075 be approved provided King/NWNWS use the media from the opened bag and stored in bins in the booster pump house. Commissioner Sorensen seconded the motion. ***(Motion carried, unanimously approved and passed)***.
- King/NWNWS was asked for any comment on hydrant testing and exercising program to be performed by South Whidbey Fire in July-no comment provided.

Old Business Commissioner update:

- Commissioner tabled discussion of a possible Supervisory Control and Data Acquisition (SCADA) system until further review/info provided by Facet.
- Continued discussion of disposition and storage of extra treatment media. Commissioner Sorensen initiated removal of a portion from one sack into bins and stored in the pump house. Material is very heavy and may overload bins. Will

wait for the media tank inspection and top off to be completed before moving more from the one sack into bins. The other sack could be secured from weather with heavy water tight tarp. Matter tabled.

- Continued discussion of update on completion of chlorine shed. The installation of a vent fan and light switch electrical contractor research by Commissioner pending. Need to also complete floor drain for eye wash and pan overflow. Matter tabled.
- Continued discussion of well pump inspection and maintenance-Commissioner Sorensen to discuss with Facet. Matter tabled
- Continued discussion of tagging fire hydrants. Commissioner Prior ordered more tags. Matter tabled.
- Continued discussion of repainting reservoir markings this spring/summer. Need to complete exterior cleaning before project initiated. Commissioner Prior noted a bid from Fair Trade due next week. Matter tabled.
- Continued 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 they will be out next week. Matter tabled.
- Continued discussion of additional security signage at the well site. Commissioner Prior reported signage installed at gate to facility.
- Commissioner Poss reported South Whidbey Fire Department will conduct flow testing and exercising hydrants in July. Schedule to be forthcoming. Commissioner Poss also reported on presentation by Central Whidbey Fire Deputy Chief James Meek at the Whidbey Island Water Association meeting. Matter tabled.
- Continued discussion of proposed Policy on how to address accounts that are late. No formal Policy adopted except to continue to ask KING/NWNWS to send a Reminder notice (as per sample from KING/NWNWS that is basically a bill with amount due and noted as Reminder Statement" to any account over 6 months past due with an explanatory cover letter as proposed by Commissioner Poss pending info from Opportunity Council on whether assistance program is available. Matter tabled.
- Continued discussion regarding recent replacement of meter box in alley damaged from traffic. King/NWNWS previous comment from Joanne: *"we replaced the boxes but not a PRV. The reason we replaced those boxes was to protect the PRV and allow the homeowners to be able to drive over the box"*.

- Continued discussion of the Lead and Copper Survey-DOH Letter July 1 noted: DOH “*determined that it (the submitted survey) meets all required elements and is thereby complete and approved – no further action is needed at this time.* Also noted: “*initial LSLI will need to expand to include at least the connector materials for each reported service line by Fall 2027. We will provide additional communications and guidance this year to assist with completing these anticipated, new requirements*”. Matter tabled until noted info provided.
- Discussion of Consumer Confidence Report and Water Use Efficiency Report- filed with DOH per NWNWS and mailed/received with end of June billing.
- Commissioner Poss noted D Square annual generator service completed and only issue was replacement of the battery.

New Business

- Commissioner Sorensen paid the PO Box bill and submitted for reimbursement (part of the July vouchers). A lockable mailbox for installation on Saratoga Road at Reservoir Road was presented by Commissioner Prior as an alternative for next year. Commissioner Prior contacted the Post Office and the proposed location will be acceptable.
Commissioner Sorensen motioned Commissioner Prior purchase the mail box at \$99 and support post at \$72 from Amazon be approved. Commissioner Prior seconded the motion. (***Motion carried, unanimously approved and passed***).
- Commissioner Prior reported the humidifiers need replacement filters. It was agreed that he obtain the filters and submit for reimbursement.

Correspondence

- Commissioner Prior reported the owners of the boathouse want a water meter/service and believe they paid the connection fee in 1991 but never had a meter installed. Board agreed the owners should submit their request in writing with documentation about the fee paid for the Board to research and consider. Matter tabled.
- Commissioner Prior reported the electrical parts left in the well house may need to be trashed. Commissioner Poss will inquire with Jerry Beck. Matter tabled.

Audience Participation: None

Saratoga Water District

Commissioner Sorensen motioned that the meeting be adjourned at 8:30. Commissioner Poss seconded the motion. (***Motion carried, unanimously approved and passed***)

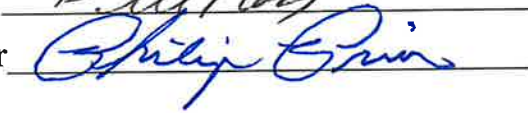
Commissioner Sorensen, President

Handwritten signature of Commissioner Sorensen in black ink.

Commissioner Poss - Secretary

Handwritten signature of Commissioner Poss in black ink.

Commissioner Prior – Treasurer

Handwritten signature of Commissioner Prior in blue ink.

