

SARATOGA WATER DISTRICT  
ISLAND COUNTY WASHINGTON

Minutes for March 18, 2026 - 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 February 2026 meeting minutes be approved as written. Commissioner Prior seconded the motion. *(Motion carried, unanimously approved and passed).*

Commissioner Poss motioned vouchers 6-14 and ETF 26-03 for the month of March 2026 in the total amount \$15,887.31 be approved. Commissioner Sorensen seconded the motion. *(Motion carried, unanimously approved and passed).*

Cash in the Operations Maintenance account as of February 28, 2026 was reported as \$131,244.47. Reserve Funds, including the reserve CD as of February 28, 2026 was reported as \$221,14.45. All accounts are managed by the Island County Treasurer.

An Accounts Receivable Report dated March 11, 2026 was provided indicating the balance due on water bills and past due amounts. No action on late accounts was made at this time as pending Commissioner Prior continuing to research an attorney to assist with lien filing process and will draft a letter to send to accounts past 6 months overdue.

The Board discussed a request for relief from late fees from account 20144 as reported by Isaac Rider, NW Natural Water Services – Customer Service Supervisor. Commissioner Poss motioned that given the issues with mailing of the Estate of Virginia Bayne bills that occurred over the past year the Board agreed to waive the late fees provided payment on the base rates and overages to bring his account up-to-date is received. Commissioner Sorensen seconded the motion. *(Motion carried, unanimously approved and passed).*

**Old Business-Operations**

- **King/NWNWS comment on arsenic treatment system.** Per Joanne Skaar: *“February arsenic result was .0038 and the max is .010. The arsenic treatment system is working as designed.”*. Matter tabled.
- **King/NWNWS comment on chemical pump replacement projects.** Per Joanne Skaar: *“The chemical pump replacement was completed the same day as the #1 reservoir cleaning (March 5)”*.
- **King/NWNWS comment on recent coliform test correction?** Per Joanne Skaar: *“The address for Saratoga was transposed with another address from another water system. Jess requested the address correction from the lab on February 5<sup>th</sup> at 8:27am. Jess sent a re-request to lab on March 12<sup>th</sup> at approximately 8:21am for the status of the correction. The corrected lab result is attached to the email with the agenda responses.*
- **King/NWNWS report on hydrant inspection/testing project?** Per Joanne Skaar: *PDF attached to email for the agenda. We are currently waiting on the information for hydrant 28 which will be submitted by EOD 3.18.2026.* Commissioners discussed the results and will review in detail for future considerations. Matter tabled.
- **King/NWNWS comment on reservoir cleaning.** Per Joanne Skaar: *Reservoir #1 was cleaned on March 5<sup>th</sup>. The reservoir was quite clean; no cracks or damage was visible during the cleaning or after. Reservoir #2 will need to be scheduled for cleaning soon, preferably prior to the Sanitary Survey. Both reservoirs need the air vents replaced, stenciled and both tank gauges need to be replaced due to the cloth line that should actually be metal lines.* In regards to the noted need for replacing the reservoirs air vents and tank gauges: the Board agreed this should be completed (using the non-corrosive materials) and will request a proposal and move forward. We’d like to get it on the schedule as soon as possible along with the reservoir two cleaning before the sanitary survey. Commissioner Poss will respond to NWNWS. Matter tabled.
- **King/NWNWS comment on 2026 Sanitary Survey schedule.** Per Joanne Skaar: *We received a request from DOH to schedule a sanitary survey within the next 60 days. We are looking at April 14<sup>th</sup> as a tentative date.* Matter tabled.

**Old Business Commissioner update:**

- Commissioner Sorensen reported he will install the new dehumidifier the first week of April. The booster pump house humidifier is in error code and will need attention as well. Matter tabled.
- Discussion of recent electrical issues at pump house as reported by Jerry Beck and

Josh with NWNWS (high voltage spikes, kickbacks etc.). A report from J Beck was requested but not received to date. Matter tabled.

- Commissioner discussion of a possible Supervisory Control and Data Acquisition (SCADA) system. NWNWS reported a managed system uses a SCADA by Rosemount Co. Commissioner Sorensen did not find they manufacture SCADA systems. More research with NWNWS will be undertaken. Matter tabled.
- Commissioner Poss report on cost for 18x24 signs from Sound Business in Free-land for flushing on May 12 and 13. A standard 2-sided yard signs are \$44 each uncoated. Commissioners agreed to purchase said signs. Commissioner Poss will draft possible language. Matter tabled.
- Discussion of need for new generator service contractor as D Square not available. Commissioner Sorensen to investigate and report for possible service this summer. Matter tabled.
- Discussion of post office box being replace with physical mailbox on Saratoga Road. Commissioner Prior reported he has discussed and obtained approval from the USPS for the location near Reservoir Road and ordered a mailbox and post for installation. Matter tabled.
- Discussion of recent air compressor service by Northwest Pump. Apparently, a solenoid was tripped as the drain plug was stuck open. Repairs made and system serviced. Report filed.
- Discussion of very high usage report for account 20172 Lis Blessing. NWNWS replaced her meter last November per Board request due to its age and apparent erroneous readings. However, the reading for billing period ending in December 31 was quite high and the reading for the end of February showed the usage of 2055 cubic feet. Commissioner Poss recently went to take a look at the meter to see if it was turning when all of her water was shut off for the house. There was no movement in the meter however, as seen in the photographs this digital meter reads apparently in gallons used. It appears the usage was reported in cubic feet. To check the meter Poss filled up a gallon bucket of water came back and looked and it was accurately reflecting 1 gallon passed through the meter. NWNWS will be requested to confirm if it can be reconfigured to read cubic feet instead of gallons like all the other meters in our district. If it indeed is reading gallons, and was reported in cubic feet the usage should be adjusted dramatically down. Matter tabled.

- **New Business**

- Discussed pump house heater and lowering temperature as PSE billing very high. Commissioners Sorensen and Prior to review and report.

**Correspondence**


**Audience Participation:** None

Commissioner Sorensen motioned that the meeting be adjourned at 8:12. Commissioner Poss seconded the motion. (*Motion carried, unanimously approved and passed*)

Commissioner Sorensen, President



Commissioner Poss - Secretary



Commissioner Prior - Treasurer

