

SARATOGA WATER DISTRICT
ISLAND COUNTY WASHINGTON

Minutes for April 15, 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 March 2026 meeting minutes be approved as written. Commissioner Prior seconded the motion. (***Motion carried, unanimously approved and passed***).

Commissioner Sorensen motioned vouchers 15-18 and ETF 26-04 for the month of April 2026 in the total amount \$8100.96 be approved. Commissioner Poss seconded the motion. (***Motion carried, unanimously approved and passed***).

Cash in the Operations Maintenance account as of March 31, 2026 was reported as \$126,107.53. Reserve Funds, including the reserve CD was reported as \$221,759.16. All accounts are managed by the Island County Treasurer.

An Accounts Receivable Report dated April 15, 2026 was provided indicating the balance due on water bills and past due amounts. Commissioner Prior continuing to research an attorney to inform on the lien filing process.

Commissioners reviewed a draft Reminder Notice. Commissioner Poss motioned to send the Reminder Notice to accounts past 6 months overdue (20144, 20249, 20279, 20285, 20297, 20324) be approved. Commissioner Sorensen seconded the motion. (***Motion carried, unanimously approved and passed***).

Old Business-Operations

- **Per King/NWNWS-regarding the flushing Notice for May 12 -13.** Per Joanne Skaar: *"The flush letter is attached to the agenda email, and will be mailed out with the billing at the end of April- I confirmed with the front office. Suggest the letter be posted on the Saratoga WD website for community viewing."* Commissioners approved the letter and will post the Notice on our website.
- **King/NWNWS regarding the reservoir stenciling, air vents and tank gauges replacement.** Per Joanne Skaar: *"May 6th will be the reservoir cleaning, air vents*

and tank gauges project. We will need to wait until the reservoir is dry before we do the stenciling. Josh will be reaching out to Bill to find out the look of the stenciling/abbreviations". The Board agreed this should be completed as proposed. Matter tabled.

- **King/NWNWS comment on Sanitary Survey schedule** Per Joanne Skaar "*We would like to schedule the sanitary survey after the May 6th projects for a better showing with DOH. If you have a date that works for you please let us know so we can coordinate with DOH*". Board agreed and will coordinate schedule. Matter tabled.
- **King/NWNWS report on completion of hydrant inspection/testing project.** Per Joanne Skaar "*The revised report with hydrant 28 is attached to the email response for the agenda*". Board reviewed the report and will ask what will be required to improve hydrant 28. Matter Tabled.

Old Business Commissioner update:

- Commissioner Sorensen reported he installed 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 two managed system use a SCAD. Commissioner Sorensen will research. 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 \$50 each coated with dry erase. Commissioners agreed to purchase said 5 signs. Commissioner Poss will arrange for purchase. Matter tabled.
- Discussion of need for new generator service contractor as D Square not available. Commissioner Poss to investigate with J Beck and Commissioner Sorensen to check with Payless or the new Grocery Outlet for service providers and report for possible service this summer. Matter tabled.
- Discussion of post office box replacement with a physical mailbox on Saratoga Road. Commissioner Prior reported he has obtained approval from the USPS for

the location near Reservoir Road and obtained a mailbox and post for installation. He is awaiting response from Underground Utility Locate and anticipates installation before late May. Matter tabled.

- Discussion of Lisa Blessing (account 20172) wherein a new meter installed in late November 2025 reads in gallons (as well as 9 other newer meters) the billing software makes the calculations to cubic feet and has been adjusted by NWNWS. In regards to the history of her billing: the end of August 2025 billing the usage jumped up to over 7000 ft.³. NWNWS staff re-checked the reading was correct. The board checked her meter multiple times determined it was not an apparent leak and reviewed use history since she purchased the home in 2016 that averages less than 1000 cf for the end of August billing.

Based on the information, Commissioner Poss motioned the board remove the overage charge from the August 2025 billing and the late fees that resulted in the subsequent billings as we understand she's paid the base rate each of these billing since August. Commissioner Sorensen seconded the motion. (*Motion carried, unanimously approved and passed*).

- Commissioner Poss motioned to provide formal approval of the Reservoir 2 interior cleaning estimate for \$2294 and \$3920 for Air Vents & Tank Gauge Replacement (as agreed to at March meeting). Commissioner Sorensen seconded the motion. *Motion carried, unanimously approved and passed*.
- Discussion of estimate from NWNWS for meter install for new account (Page on Morning Glory). Policy of the District is the customer provide a \$2000 deposit and will be billed for overages or refunded for install if less than \$2000 with a minimum of \$1000. Said deposit was paid. We understand meter install will be billed as time and materials. Commissioners Poss to follow up with NWNWS. Matter tabled.

- **New Business**

- Discussed pump house heater and lowering temperature as PSE billing very high. Commissioner Sorensen reported the thermostat appears stuck/broken in the high setting. Commissioners Poss to contact J Beck and report. Matter tabled.
- Commissioners reviewed a draft Policy on unreadable meters. Commissioner Prior motioned the Policy on meters that cannot be read be approved. Commissioner Poss seconded the motion. (*Motion carried, unanimously approved and passed*).

Correspondence

- Discussion of email from Larry Compton (and Larry attended the meeting) representing the Saratoga Boat House. They are inquiring what will be required to re-instate water service to the boat house as he described service was once provided before the district was formed. A copy of a receipt for payment of LID amount of \$2879 was provided indicating the intent to join the district. Larry to have existing line located. Service may require a backflow prevention device. Board will ask for a cost estimate from NWNWS. Matter tabled.

Audience Participation: Larry Compton

Commissioner Sorensen motioned that the meeting be adjourned at 8:32. Commissioner Poss seconded the motion. (*Motion carried, unanimously approved and passed*)

Commissioner Sorensen, President



Commissioner Poss - Secretary



Commissioner Prior – Treasurer

