

Scatchet Head Water District

SCATCHET HEAD WATER DISTRICT (SHWD)
ISLAND COUNTY WASHINGTON

Minutes for May 21, 2024
7pm

MEETING PLACE

Scatchet Head Community Club Building, 3742 Driftwood Drive, Clinton, WA

IN ATTENDANCE:

Commissioner Lipoti
Commissioner Mach
Commissioner Mullins

ABSENT:

None

ALSO PRESENT:

No representation from NW Natural Water

COMMUNITY MEMBERS IN ATTENDANCE

Tom Peterson
Cynthia Butler
Jordan Boyer
Drea Boyer
David White
Victoria Simmons
John Chaffey

The meeting was called to order at 7:01 PM by Commissioner Lipoti. Andrea Boyer read the Land Acknowledgement.

Public Comment

All members of the public present thanked the Commissioners for their handling of the current emergency and expressed their disappointment with some of the residents who have not been conserving water. In particular, several members of the public said that the communication has been terrific, but that there may be additional ways to reach some residents. Cell phone numbers could be collected and an SMS blast could go out when there is an emergency. The Commissioners were grateful for the support and are going to begin the process of collecting cellphone numbers for ease of communication.

Minutes

The April 15, 2024 minutes were approved unanimously.

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pumping. It worked briefly, but then Well #2 failed. NW Natural contacted Dahlman well company to get a new pump installed. Dahlman's crane was out for certification, and they would have to order the pump. Dylan from Jerry Beck checked to see if the electrical was still in working order after the pump failure, and mentioned Jason Boyd with Aquatech. Commissioner Lipoti called Jason and he came to look at the well situation. Specifications for the new well pump had been developed by Wilson Engineering so they were shared with both Dahlman and with Aquatech. Aquatech was able to order a new pump to be assembled and to obtain a crane with an operator to replace the pump on May 24. The Commissioners declared a state of emergency (see Resolution 2024-3) to waive competitive bidding requirements to hire Aquatech. When Jason looked at the well, it was obvious that the access hatch was about 6 inches off from the well, so a new access was needed and a hole in the roof was also needed. Smokey McClure agreed to look at what was needed and he had a crew that could work on Saturday to make a hole in the roof and shore up the roof truss to allow the crane to access the pump. They did so on May 18.

There was no report on the sizes of Storz connections that are needed for all the hydrants.

Old Business

A water main on Island Court was struck by a backhoe operated by the property owner. They had called for a locate, but King Water failed to mark the water main. Nathan Driscoll said that SHWD will not be charged for the emergency repair of the water main since they failed to properly mark the line. The charges appear on the invoice, but they will be reversed.

System Upgrade Project – Dave Mullins reported that the last permit was received and we can now proceed with Wilson Engineering to finalize the plans and submit to USDA for approval. Then we can go out to bid.

Action Items – see attached.

Radio Drill Statistics – see attached.

New Business

Resolution 2024-3 declaring a water emergency and waiver of competitive bidding requirements was moved and seconded. It passed unanimously.

A letter was received from NW Natural but no new contract was received. One action item from the letter is to complete the inventory of lead service lines. There are no lead lines in Scatchet Head, but we do need NW Natural to complete the paperwork.

There is a need for a Water Shortage Response Plan to be completed. A template was provided by WA DOH.

SHWD needs a new Website Manager. The current manager is retiring. Several names

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Approval of Vouchers

The vouchers for the month were received. The vouchers for the operating fund totaled \$4,715.53 and EFT for \$3,148.01 with a total of \$7,863.54. Moved by Dave Mullins, seconded by Jaci Mach, and passed unanimously.

The reimbursement that Commissioner Mullins mentioned in the February meeting and noted in the minutes will have to be applied to the next billing period.

The vouchers for the construction account were received and total \$3,478.56. Moved by Dave Mullins, seconded by Jaci Mach, and passed unanimously.

Review of Financials

Financial reports for the calendar year 2023 were received from Branch Business Services. Dave Mullins is going to meet with Dawn Wilson at Branch and make some suggested changes in categorization of the expenditures. Dave proposed two Resolutions which will make it easier to track our spending.

Resolution 2024-4 changes the name of the Emergency Fund to the Investment Fund 764. The Resolution passed unanimously.

Resolution 2024-5 transfers \$150,000 from the Operation Fund 709 to the Investment Fund 764. The Resolution passed unanimously.

Dave Mullins put together an Upgrade Project Budget with actual spending which shows we are over budget in a number of categories in the amount of \$29,638. Additionally, since we have not been able to go out to bid for the project yet, the line of credit had to be refinanced and it is at a much higher rate, causing us to budget for more interest.

Accounts Receivable

The meter reading just took place on May 17 and 20, so new bills will be sent by the end of the month. Dave Mullins would like to see the accounts receivable shown with an aging of the bills so that we can see how much is owed each month. Additionally, he wants to have coordination take place between Branch Business Services and NW Natural Water to lock out the meters if the bill is over \$1000. He will be following up with Dawn.

Operating Reports

Water was metered during the flush at 70,000 gallons.

Well #2 had been pumping at a much reduced rate so NW Natural water rerouted the water from Well #3 to Well #2 to flush out the screens and try to increase the rate of

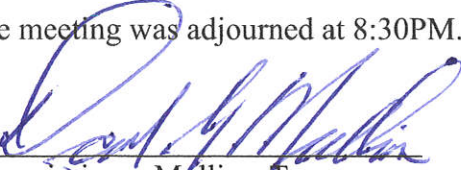
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have been suggested and Commissioner Mach will work on that.

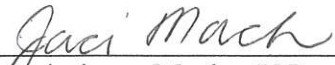
Tom Peterson agreed to work on cleaning out the storage room to make room for records storage. We will get him a key.

The meeting was adjourned at 8:30PM.



Commissioner Mullins, Treasurer

Jill Lipoti - President



Commissioner Mach – V.P.