

Scatchet Head Water District

SCATCHET HEAD WATER DISTRICT (SHWD)
ISLAND COUNTY WASHINGTON

Minutes for August 20, 2024

MEETING PLACE

Scatchet Head Community Club Building, 3742 Driftwood Drive, Clinton, WA
and, online through Zoom

IN ATTENDANCE:

Commissioner Lipoti
Commissioner Mach
Commissioner Mullins

ABSENT:

None

COMMUNITY MEMBERS IN ATTENDANCE

Jordan and Drea Boyer
Cynthia Butler

The meeting was called to order at 7:02 PM by Commissioner Lipoti.

Commissioner Mach read the land acknowledgement.

Public Comment

None.

Minutes

Approval of the minutes from July 16, 2024 was moved by Commissioner Mach, seconded by Commissioner Mullins, and passed unanimously.

Vouchers

Approval of vouchers in the amount of \$11,268.40 was moved by Commissioner Mullins, seconded by Commissioner Mach, and passed unanimously. Whidbey Telecom required one of the Commissioners to appear in person with their signed Oath of Office to effectuate the change of accounting firm to Branch. This was accomplished on 8/20/24 which should facilitate the bills going directly to Branch Business Services.

The construction account vouchers were inadvertently omitted from the package received by the Commissioners for the Aug 20 meeting, but were forwarded to the Commissioners on August 22, 2024. Commissioner Mullins and Commissioner Lipoti signed the vouchers in the amount of \$11,700.78 so that Heritage Bank, McClure Custom Homes,

Meeting minutes

Scatchet Head Water District

and Wilson Engineering can be paid promptly for their service to the Water District. These vendors are very important to us as we move forward with our System Upgrade project.

Financials and Accounts Receivable

The financial statements and accounts receivable were not received from Branch Business Services in time for the meeting. Commissioner Mullins will meet with Dawn Wilson on 8/26/24 to work with her on rectifying the accounts.

Review of Operating Reports

Operating reports were received from Devin Geiger of NW Natura Water. Two questions were emailed to Devin for clarification. 1) Booster Pump #2 seems to be operating significantly more hours than Booster pumps #1, 3, and 4. Is there a reason and is this reason for concern? 2) Well #3 is supposed to be run once a month. From the meter readings Well number 3 started and ended at 862730. Therefore, there is no evidence that it was run during July. However, on the sheet discussing the meters, volumes, and chlorine addition, it seems that well #3 pumped 3570 cu ft. So did it pump or not? Why is there a discrepancy? No answer was received before the meeting.

Additionally, a number of questions were emailed to Nathan Driscoll. Meters were read on August 15. We will be able to calculate leakage after we receive the information from Branch Business Services and add up all of the water usage numbers from our 413 customers.

During the meter reading, Nathan counted the number of hydrants and the size of the ports so we can order Storz connectors for ease of fire department usage. We need 18 - 6 inch fittings.

The lead and copper work will be scheduled at the end of August/ beginning of September.

Hubble Court will be paved by the end of August or whenever it can be scheduled.

Some issues of water aging were uncovered in Cottage Glen, and the commissioners will seek a recommendation from Nathan Driscoll for moving forward on improving water quality there.

Action: The Commissioners unanimously voted to purchase 5 Storz connectors a year until all of the hydrants can be fitted.

Old Business

A discussion was held with JJ Olson on water meter replacement options. The Commissioners were given information about the types of meters which could be read

Meeting minutes

Scatchet Head Water District

remotely, and they will continue to gather information leading to a decision about which meters to purchase. The Commissioners agreed to set aside \$10K per year of the short term asset fund to purchase some meters each year until all of the meters can be replaced.

JJ Olson also discussed the cross connection risk in Scatchet Head which mainly is of concern if there are failing septics and automatic lawn sprinklers or lawn fertilization systems. The Commissioners discussed adding a backflow protector when new meters are purchased and installed.

System Upgrade Project

The bid opening was August 1, and two bids were received, both over \$1M more than the available funding. After discussion with Curt Schoenfelder of Wilson Engineering, a reduced scope was agreed upon. The core projects will be completed including the replacement of well #3 pump and associated piping and electrical, replacement of the filtration system and associated piping in the treatment building, directional drilling of South George water main, and pipe bursting replacement of the water main along Fidalgo. The other parts of the water distribution system will be deferred. A call was made to USDA to see if they would concur with the reduced scope and they agreed. However the Public Works Board, who is funding \$600K of the project requires Board approval of the reduced scope. The Board meeting is on September 6. Since the bids are good for 60 days, as soon as the PWB approves the reduced scope the project can be awarded to the lowest bidder, and the contracts can be signed upon approval from Heritage Bank.

Action Items were discussed.

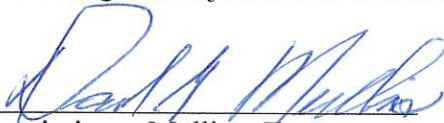
Emergency plans need to be updated with new personnel.

New Business

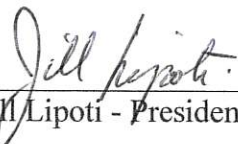
No new contract has been received from NW Natural Water.

A water shortage response plan has to be completed, however, it requires accurate information about water usage, and there are still questions about the operations reports, so it is still in progress.

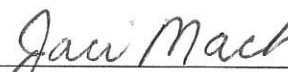
The meeting was adjourned at 8:15 PM.



Commissioner Mullins, Treasurer



Jill Lipoti - President



Commissioner Mach – V.P.

Meeting minutes