

Scatchet Head Water District

SCATCHET HEAD WATER DISTRICT (SHWD)
ISLAND COUNTY WASHINGTON

Minutes for October 15, 2024

MEETING PLACE

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

IN ATTENDANCE:

Commissioner Lipoti
Commissioner Mach
Commissioner Mullins

ABSENT:

None

COMMUNITY MEMBERS IN ATTENDANCE

Cynthia Butler
Tom Peterson

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 September 17, 2024 was moved by Commissioner Mach, seconded by Commissioner Mullins, and passed unanimously.

Approval of the minutes from the Preconstruction Conference of October 11, 2024 was moved by Commissioner Mullins, seconded by Commissioner Mach and passed unanimously.

Vouchers

Approval of vouchers in the amount of \$9,581.85 and EFT in the amount of \$2,595.99 was moved by Commissioner Mullins, seconded by Commissioner Mach, and passed unanimously. It should be noted that on the September bill from NW Natural Water, there are two charges related to installation of a meter at 8042 Island Court in the amounts of 1,963.60 and \$392.20. These will be billed to the homeowner, with the funding going back into the operating account. Additionally, since the August bill from NW Natural Water was received too late for the meeting in September, those charges are

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added in the September bill.

Approval of construction account vouchers in the amount of \$2,265.00 was moved by Commissioner Mullins, seconded by Commissioner Mach, and passed unanimously.

Financials and Accounts Receivable

The financial statements and accounts receivable were reviewed by the Commissioners. Overall, the District is in good shape. Dave Mullins has a number of issues he would like to see done differently, and he will meet with Dawn Wilson to get those changes made. In particular, he would like to have a profit and loss report that compares this month (Sept 24) with last year same month (Sept 23).

Review of Operating Reports

Operating reports were received from Devin Geiger of NW Natural Water.

Well depth measurements were taken in April (and billed in April) and taken again in August (billed in August). However no results were provided to the Commissioners. Nathan promised a report will be emailed to the Commissioners on 9/18/2024. No report has been received.

Well #3 was run during September for some period of time to ensure that it is ready should it be needed.

Hubble Court has not yet been paved.

Old Business

Four leaks were found and 3 were fixed. This prompted a spate of boil water notices which had previously not been issued for leak repairs. Customers were confused by the wording of the notice and one customer questioned whether the email and facebook notifications were adequate. Notice was also posted on the bulletin board at the entrance to Scatchet Head.

Commissioner Lipoti spoke with Jessica Perryman, the compliance officer for NW Natural Water, who had consulted with Alexis Medina with the WA Department of Health. Jessica explained SHWD's efforts at notification and Alexis said they were "more than adequate". Door to door distribution is not required. In fact, according to the law, the posting at the entrance to the community is adequate. However, she encouraged us to communicate via email to as many of the customers as we can.

We also learned that there are two kinds of boil water notices.

1. Cautionary boil water notices are if there is a leak and a loss of pressure, there could be coliform bacteria that enter the system, so we caution people about that and tell them that

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they may want to boil their water if they are concerned or if they are particularly susceptible (compromised immune system, etc). A sample is taken and the caution is lifted if it comes back negative. So far, all of our boil water notices were "cautionary".

2. Required or Mandatory boil water notices are if a sample comes back positive. Then there is a "DO NOT DRINK" mandatory boil water notice required. Still not required to distribute door to door, but need to have signs posted and email notices are strongly encouraged.

Facebook notices don't count as notification. But if people like them, we can continue to do them.

Jaci Mach brought a sample sign that she had ordered that can be put up at the entrance to town on both Mortland and Blakely, as well as in the kiosk at the entrance and at the clubhouse. These signs are big and red. Jaci Mach has also added many more email addresses, so we are well covered for notification.

Backwash Pond overflow

After receiving a complaint from a neighbor that the backwash was flowing into her backyard, Commissioner Lipoti, and volunteers Tom and Katherine Peterson, went up to the Guemes site, unearthed an old firehose, arranged it in a zig zag pattern at the top of the slope, attached it to the backwash pond pump outflow, and made a makeshift distribution system. Tom Peterson poked holes in the fire hose with his drill and now there is a nice distribution of water from the backwash pond which flows downhill slowly mostly being absorbed into the ground.

Lead and Copper Service Line inspection

The lead and copper work which the Commissioners had approved was only to check 10% of the connections for lead and copper. However, the state is requiring that 20% of the connections be tested if there are no records available demonstrating that there are no lead and copper in the system. Therefore, SHWD received a new estimate for 5 days of work to look at 86 connections. The lead and copper work was completed, but no report has been received. A report to the state is required by October 16, 2024.

During the inspection, we were told verbally that no lead was found, but that there were a few copper connectors. There was also one meter box which had been cemented in place. This is not allowed.

System Upgrade Project

The Pre-construction conference was held on October 11, 2024. The Notice to proceed was issued, and will take effect on October 16, 2024. Commissioner Mullins described how he will package all of the information that Heritage Bank will need to fund our construction loan. Then we will be able to pay off the temporary loan that we used to get

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the engineering and permitting work completed. Some of the expenditures that were paid from the SHWD account will be reimbursed by the construction loan.

Action Items were discussed.

Emergency planning – SHWD will participate in the Great American Shake-out on October 17 at 10:17am. Also, SHWD will be present at the SHCC emergency planning meeting on November 3 to discuss boil water orders.

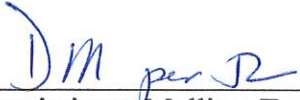
New Business

A new contract was received from NW Natural Water that has a price increase. The Commissioners sent it to our attorney for review. She has provided some advice. The Commissioners decided to contact JJ for a meeting to negotiate some of the contract terms.

Branch Business Services was advised that our accounts will be subject to audit. Dave Mullins will be working with Branch on the audit.

A water shortage response plan has to be completed; still in progress.

The meeting was adjourned at 8:30 PM.



Commissioner Mullins, Treasurer



Jill Lipoti - President

Commissioner Mach – V.P.