

SCATCHET HEAD WATER DISTRICT (SHWD)  
ISLAND COUNTY WASHINGTON

Minutes for June 18, 2024  
7pm

MEETING PLACE

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

**IN ATTENDANCE:**

Commissioner Mach  
Commissioner Mullins

**ABSENT:**

Commissioner Lipoti

**ALSO PRESENT:**

No representation from NW Natural Water

**COMMUNITY MEMBERS IN ATTENDANCE**

Tom Peterson  
Cynthia Butler  
Jordan Boyer  
Drea Boyer  
John Chaffey  
Janet Rivers  
Jason Scheuerman Gurnett  
Seanea Helland

The meeting was called to order at 7:00 PM by Commissioner Mullins. Andrea Boyer read the Land Acknowledgement.

**Public Comment**

John Chaffey (Cottage Glen) discussed concerns about water quality in his neighborhood. He knows of 5 residents who complained of chlorine smell and stained fixtures. He stated that these residents have repeatedly call King Water and when King came out, said that the water was fine. This has been an ongoing problem but the commissioners had no knowledge of problems there. We mentioned that residents should drain their water heaters and we wonder if those lines are being flushed. Dave will call King and ask about water testing and flushing.

Jordan is concerned about the new e bills and wants paper bills. Cynthia stated that she called BBS and the paper bills should be received this week. Janet Rivers had the same concern about when she'd receive her paper statement.

Jason Schuerman Gurnett has had several months of high usage and said he called King about getting his meter re-read. He doesn't know if that happened. He wants some relief and we asked if he has a leak, and he doesn't know. We told him that we can't help unless there was a leak and it is now repaired. We told him about the leak forgiveness policy, gave him our web site address, and our email address. He said he'd find out if he has a leak.

### **Minutes**

The May 21, 2024 minutes were approved unanimously.

### **Approval of Vouchers**

The vouchers for the month were received. The vouchers for the operating fund totaled \$39,541.31 and EFT for \$1,112.14 with a total of \$40,653.45.

The vouchers for the construction account were received and total \$7,590.50.

Moved to approve by Dave Mullins, seconded by Jaci Mach, and passed unanimously.

We will deduct \$500.00 from our next statement from NW Natural Water for the incorrect meter reading in November 2023.

### **Review of Financials**

Dave Mullins is going to meet with Dawn Wilson at Branch and make some suggested changes in categorization of the expenditures.

Resolution 2024-7 for transfer of funds was signed and Resolution 2024-8 to appoint Dawn Wilson and Dave Mullins as Finance Officer and Auditing Officer was signed.

### **Accounts Receivable**

AR is very high. Late notices have not been sent since BBS took over our billing. 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**

No reports submitted by NWNW.

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

We have no new contract with NW Natural Water.

### **Old Business**

Permits are in and Wilson Engineering prepared a calendar of the advertising and bidding process:

- Coordinate with the Bellingham Herald or Whidbey news-Times and WCR Plan Center for advertising the bid ad. Coordinate with Jill for account set up, payment, etc. The details of how quickly they can get it published in the legal ads will set the bid date, pre-bid meeting, and opening. The following is based on an ad date of next Monday, June 24, so may slide accordingly either direction depending on how quickly we can get it published.
- June 24 bid ad published.
- July 9 Pre-bid meeting.
- July 24 bid open.
- by August 2: send "post bid submittal items" per June 7 letter to USDA for award concurrence.
- Assume 1 week USDA review, August 9 send award letter to contractor.
- Aug 9 - Sept 9: Contract execution.

**Action Items** – see attached.

**Radio Drill Statistics** – see attached.

### **New Business**

Commissioner Mach has recommended that we hire Beth Farrell to manage our website. She comes highly recommended and will charge us \$50 per hour. Motion was made and passed to this effect. Commissioner Mach will notify her and plan an introductory meeting.


Commissioners granted a one time leak forgiveness credit to Jonny McConnell on Sand Dollar Lane for 296.15.

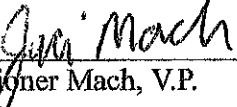
Need for Lead Pipe inventory completion-requested additional information from NW Natural Water, no response yet. Tabled until Commissioner Lipoti returns.

Need for Water Shortage Response Plan (template from WA DOH), tabled until commissioner Lipoti returns.

The meeting was adjourned at 7:50PM.

  
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Commissioner Mullins, Treasurer

  
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Commissioner Lipoti, President

  
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Commissioner Mach, V.P.

Scatchet Head Water District  
Manager's Report for: July 16, 2024  
Presented: King Water Services a NW Natural Water Company

- I. Regulatory Compliance: No new notes to report.
- II. Wells: The Wells are performing as expected.
- III. Treatment: No new treatments.
- IV. Backwash: Running well with no new issues to report.
- V. Distribution System – including estimated leakage: a Usage report may be obtained from Branch Services. Volume and metrics are attached to the email to Jill.
- VI. Administration including reports about needed repairs, flushing, electrical issues, and any callouts:
  - a. Next flushing is scheduled for September 12, 2024.
  - b. Road patches on Hubble Court should be done by the end of July
  - c. Possible leak investigation will be completed before the end of July.