

SCATCHET HEAD WATER DISTRICT (SHWD)  
ISLAND COUNTY WASHINGTON

Minutes for December 21, 2021 - Regular Meeting, 7:00 PM

MEETING PLACE

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

IN ATTENDANCE:

Commissioner Collar  
Commissioner Lipoti  
Commissioner Mullins

ABSENT:

None

ALSO PRESENT:

Sandra Bodamer – King Water Company

COMMUNITY MEMBERS IN ATTENDANCE:

Jaci Mach

The meeting was called to order at 7:06 PM by Commissioner Mullins. Commissioner Lipoti opened the meeting with recital of the Land Acknowledgement.

Commissioner Mullins motioned that the meeting minutes from the November 20, 2021 commissioners meeting be approved. Commissioner Collar seconded the motion. Commissioner seconded the motion. (*Motion carried, unanimously approved and passed.*)

Audience Participation

None.

Financial Report

The vouchers for the month were reviewed. Commissioner Mullins motioned that vouchers 12-1 through 12-9 in the amount of \$10,894.44 plus EFT voucher for \$192.77 for a total of \$11,087.21 be approved. Commissioner Lipoti seconded the motion. (*Motion carried, unanimously approved and passed.*)

Transfer: Resolution 2021-8:

This resolution is to prove to USDA that these funds were used for the system upgrade project. A motion of transfer of \$35,511.13 from the construction fund to the operating fund was made by Commissioner Mullins and seconded by Commissioner Lipoti.

## Scatchet Head Water District

Financial reports were reviewed. Cash in the Operating Fund at November 30, 2021 was \$114,484.29, the Short-Term Asset Fund was \$25,927.00 and the Emergency fund was \$101,339.22, of which \$99,000.00 is invested. The balance due on water bills was \$51,645.98, which includes past due accounts of \$14,218.11 (1 account for \$1,079.79 has been locked off, and one account for \$2,883.63 has had the meter removed with lien filed).

### **Manager/Operations Report**

Sandra Bodamer reviewed the Monthly Operations Report.

Commissioner Collar brought to the attention that Ms. Plumby had called about water running. King had investigated and found a small leak. King will repair.

### **Old Business/Pending**

Action Items: See attached list

#### ***Leak credit – Faulkner:***

Commissioner Collar moved to approve a leak credit and Commissioner Mullins seconded. All approved.

#### ***Leak credit – Winnick:***

Commissioner Collar moved to approve a leak credit for Winnick and Commissioner Mullins seconded. All approved.

Flush procedure was met with approval. Lots of compliments. Discussed putting dates on website for 2022 flush dates and procedures. Dates will be March 10<sup>th</sup>, June 9<sup>th</sup>, September 8<sup>th</sup> and December 8<sup>th</sup>. Also discussed possible cancellation of the September flush if water quality improves.

Discussion on a note on the website to get e-mail addresses.

Website posting – Pass down from Julie to Linda has taken place.

### **Engineering Report**

Commissioner Mullins discussed that Whidbey Island Bank had yet to approve the interim loan and that he would check after the first of the year.

He also discussed that Wilson Engineering wants to be added to the insurance policy. Scatchet Head attorney said that not to do this and they would call and inform Wilson of this decision.

Meeting minutes

Scatchet Head Water District

**New Business**

Commissioner Lipoti recently attended a webinar about an emergency response plan and the need for one. She would like to put together a draft plan and have two individuals go over the plan.

Commissioner Collar tendered her resignation. Commissioner moved to accept and Commissioner Lipoti seconded the request.

Commissioner Collar nominated Jaci Mach to take her vacant place as a commissioner. Commissioner Mullins moved to accept the nomination and Commissioner Lipoti seconded.

Commissioner Lipoti noted that she has had her election results notarized.

Commissioner Mullins motioned to close the meeting at 8:13 PM. Commissioner Lipoti seconded the motion. (*Motion carried, unanimously approved and passed*).

  
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Commissioner Mullins, President

  
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Jill Lipoti / Secretary

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Commissioner Collar – V.P.

SCATCHET HEAD WATER DISTRICT

**Resolution No. 2021 – 8**

A RESOLUTION of the Scatchet Head Water District, Island County, Washington to approve a Transfer of Funds in the amount of \$35,511.13 from the Construction Fund – 717 to the Operating Fund – 709.

WHEREAS, the Scatchet Head Water District Commissioners approve a Transfer of Funds in the amount of \$35,511.13 to the Operating Fund from the Construction Fund to reimburse the Operating Fund for Construction Fund expenditures;

LET IT BE RESOLVED that, effective on the date of this Resolution, Resolution 2021 - 8 is adopted and approved.

Signed on: 12/21/21

By:   
Commissioner Collar

By:   
Commissioner Lipoti

By:   
Commissioner Mullins

## Scatchet Head Water District meeting December 21, 2021

### Action Items

1. Sandra – Continue to monitor % water loss. Meter reading in November showed less than 5% water loss, but that seems unusual.
2. Sandra – King Water has to do a visual inspection of the top of the water tanks for the sanitary survey, so they will attempt to reconnect the level indicator so that the volume of water in the tank can be read from the outside of the tank.
3. Sandra – to place a follow-up call about the letter that Jill wrote to Island County roads department regarding culvert replacement next to the well building. A new person has taken over and we are hopeful for higher priority to that culvert.
4. Sandra – Water meter reading is going much better with the new tablet. There were a few glitches, but King Water was able to get everything to work. There is still a need for two people to do the meter reading. Dave/Loretta will work on recruiting another person.
5. Sandra – Ordered 1 additional booster pump to be installed this year using our short term asset fund. Has not yet received, but the bill has come in.
6. Sandra - When the repairman came to check the booster pumps, he recommended that the pressure switches be replaced because they were corroded. The repair will be attempted on December 22.
7. Jaci/ Jill – The new flushing protocol was a success. Jaci/Jill will come up with a description that can be publicized on the website along with the expected dates for flushing for 2022. Dave/Linda will post on the web.
8. PFAS testing – awaiting the test kits to take the samples.
9. Sandra – Sandra explained the likely cause of occasional exceedances of the disinfection byproduct MCL is high organic material in the lines. The first step to fix the problem is to flush. Sandra will look at the correlation between the MCL exceedance and the flushing schedule. The next step if flushing does not take care of the problem is to install a fan in the reservoir. Commissioners are hopeful that flushing will reduce the disinfection byproducts. Retesting showed Trihalomethane within MCL.
10. Sandra – there was a new leak on Driftwood. She will ensure that the leak is addressed in a timely manner.
11. Dave – will set up an account for propane so that it is not put on Brenda's credit card.
12. Brenda – will call to address the comment that came in about the cost of water and the need for new Commissioners.
13. Dave – Contact our attorney for specific language in the county code that restates the easement policy so that it can be posted on the website and that it will not surprise anyone when construction begins. Commissioners want to be sure that the customers know that the easements are under existing law and are not being established by SHWD.
14. Jill/Jaci – will work on an emergency response plan in 2022 involving members of the community and the CERT team.

## Brenda Bosman

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**From:** Jill Lipoti <jill.lipoti@verizon.net>  
**Sent:** Friday, December 24, 2021 11:22 AM  
**To:** Brenda Bosman; Sandra Bodamer; dave.mullins10@gmail.com; lcollar@me.com; freelandjaci@yahoo.com  
**Subject:** Action Items from December meeting  
**Attachments:** Scatchet Head Water District meeting Dec 2021 Action Items.docx

Attached are the action items. Please send any additions or corrections.

For the minutes, I had:

Approval of minutes moved by Dave, seconded by Loretta  
Approval of vouchers moved by Dave, Jill seconded.

## Scatchett Head WD

Monthly Operations - November 2021

Water pumped:

	Cu. Ft. Start	Cu. Ft. End	Cu. Ft. Month	Gals. Month
Well # 2	5,126,000	5,322,120	196,120	1,466,978
Well # 3	7,382,810	7,408,110	25,300	189,244
<b>Total</b>			221,420	1,656,222

Treatment Meter:

	58,711,900	58,947,400	235,500	1,761,540
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Difference			-14,080	-105,318
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Backwash	5,060,400	5,087,200	26,800	
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Backwash %			12.1%	
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Cottage Glen reservoir

	Cu. Ft.	Cu. Ft.	Cu. Ft.	Gallons
Inlet meter (Cu. Ft.)	6,821,590	6,882,400	60,810	454,859
Outlet meter (Cu. Ft.)	338,743	398,816	60,073	449,346

Difference				5,513
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Booster Pumps:

#1	9,816	9,857	41
#2	9,548	9,596	48
#3	11,910	11,913	3
#4	9,505	9,589	84
			176

Booster gals/hr.

<u>Flushing</u>	Cu Ft	Gallons
<b>2019</b>		
March - full system flush		100,000
<b>2020</b>		
February - spot flushing		50,000
March - full system flush		100,000
June - full system flush		200,000
Sept - full system flush		100,000
Dec - full system flush		200,000
<b>2021</b>		
March - full system flush		100,000
June - full system flush		100,645
Sept - full system flush		100,000