

Scatchet Head Water District

SCATCHET HEAD WATER DISTRICT (SHWD)  
ISLAND COUNTY WASHINGTON

Minutes for July 15, 2021 - Regular Meeting, 7:00 PM

MEETING PLACE

Online Meeting on Zoom because of Corona virus outbreak and Governor Inslee Proclamation.

IN ATTENDANCE:

Commissioner Collar  
Commissioner Lipoti  
Commissioner Mullins

ABSENT:

None

ALSO PRESENT:

Sandra Bodamer – King Water Company

COMMUNITY MEMBERS IN ATTENDANCE:

(Customers were invited to attend by Zoom through email.)

The meeting was called to order at 7:05 PM by Commissioner Mullins. Commissioner Lipoti opened the meeting with recital of the Land Acknowledgement.

Commissioner Lipoti motioned that the prior meeting minutes from the June 17, 2021 meeting be approved. Commissioner Collar seconded the motion. (*Motion carried, unanimously approved and passed.*)

Audience Participation

None

Meeting minutes

## Scatchet Head Water District

### **Financial Report**

The vouchers for the month were reviewed and Sandra from King Water Company gave the bookkeeper report. A motion was made by Commissioner Lipoti that Maintenance vouchers (07) - 1 through (07) - 14 in the amount of \$7,480.52 plus EFT vouchers (07) 1 and (07) 2 in the amount of \$2,031.56 for a total of \$9,512.08 be approved. Commissioner Mullins seconded the motion. *(Motion carried, unanimously approved and passed.)*

Financial reports were reviewed. Cash in the Operating Fund at June, 2021 was \$114,160.99, the Short Term Asset Fund was \$5,927.00 and the Emergency fund was 101,103.93, of which \$99,000.00 is invested. The balance due on water bills was \$13,847.98, which includes past due accounts of \$6,844.45 (1 account for \$809.24 has been locked off, and one account for \$2,883.63 has had the meter removed with lien filed).

### **Manager/Operations Report**

Sandra reviewed the Monthly Operations Report with the Commissioners.

### **USDA**

Commissioner Mullins gave an update. Per Wilson Engineering they will go out to bid on project in January 2023. Commissioner Mullins will tell Whidbey Island Bank to hold off on funds for now. Commissioner Mullins asked to approve the engagement letter for the bond attorney for the project. All approved.

### **Old Business/Pending**

Action Items: See attached list

Laurel Coombes resignation was accepted.

Motion made by Commissioner Lipoti to advertise for maintenance worker. All approved.

Discussion about need to hire meter reader.

Club house is back open for public use, except for Thursday due to cleaning. Discussion followed on when to hold meetings. The decision was the 3<sup>rd</sup> Tuesday of every month at 7:00 pm.

### **New Business**

Citizens committee voted to hire Wilson Engineering for project.

Three packages were received, Davido Engineering, Pace Engineering and Wilson Engineering. Motion made by Commissioner Lipoti to accept Wilson Engineering as the contractor for the project, this was seconded by Commissioner Mullins and approved by passed.

Meeting minutes

Scatchet Head Water District

Web site changes - discussion about why there are issues with changes. Commissioner Mullins to talk to person responsible for changes to find ways to better communicate change requests.

Commissioner Mullins motioned to close the meeting at 8:00 PM.

Commissioner Collar seconded the motion. (*Motion carried, unanimously approved and passed*).

\_\_\_\_\_  
Commissioner Mullins, President

\_\_\_\_\_  
Jill Lipoti - Secretary

\_\_\_\_\_  
Commissioner Collar – V.P.

**Scatchet Head Water District**

County Expenditure - 2021

County #

**7090095000**

**524900**

To: Island County Auditor

Subject: Vouchers for month of: August

**(08)**

Voucher #	Vendor	Vendor #	Amount
(08) 1	Collar, Loretta	5009375	\$ 256.00
(08) 2	King Water Company	5002245	\$ 5,080.87
(08) 3	Lipoti, Jill	4000038	\$ 256.00
(08) 4	Mullins, David	5001077	\$ 256.00
(08) 5	Puget Sound Energy	5002726	\$ 1,261.24
(08) 6	Utilities Underground Location	5003650	\$ 9.24
(08) 7	Whidbey Telephone	5003941	\$ 17.87

Sub Total \$ 7,137.22

EFT Voucher #

(08) 1 Department of Revenue \$ 485.51

Sub Total \$ 485.51

**Total** \$ 7,622.73

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, or the labor performed as described herein, and that the claims are just due, and unpaid obligations against Scatchet Head Water District and that I am authorized to authenticate and certify said claims.

\_\_\_\_\_  
Auditing Officer

\_\_\_\_\_  
Date

As of this date, the Commissioners, by a majority vote, do hereby approve for payment those vouchers included in the above list bearing Voucher no's (08) 1 through (08) 7, plus EFT Voucher (08) 1.

\_\_\_\_\_  
Commissioner Lipoti

\_\_\_\_\_  
Commissioner Mullins

\_\_\_\_\_  
Commissioner Collar

\_\_\_\_\_  
Date

Scatchet Head Water District  
Balance Sheet Prev Year Comparison  
As of July 31, 2021



	Jul 31, 21	Jul 31, 20	\$ Change
<b>ASSETS</b>			
Current Assets			
Checking/Savings			
Heritage Bank - Cash			
Operating Fund - 709	114,263.06	24,758.10	89,504.96
Emergency Fund - 764	101,154.39	100,491.35	663.04
Short Term Asset - 718	5,927.00	46,208.59	-40,281.59
Total Heritage Bank - Cash	221,344.45	171,458.04	49,886.41
Total Checking/Savings	221,344.45	171,458.04	49,886.41
Total Current Assets	221,344.45	171,458.04	49,886.41
<b>TOTAL ASSETS</b>	<b>221,344.45</b>	<b>171,458.04</b>	<b>49,886.41</b>
<b>LIABILITIES &amp; EQUITY</b>			
Liabilities			
Current Liabilities			
Other Current Liabilities			
Payroll Liabilities	-27.40	-36.82	9.42
Total Other Current Liabilities	-27.40	-36.82	9.42
Total Current Liabilities	-27.40	-36.82	9.42
Total Liabilities	-27.40	-36.82	9.42
Equity			
Opening Bal Equity	156,226.73	156,226.73	0.00
Retained Earnings	31,854.27	-4,055.42	35,909.69
Net Income	33,290.85	19,323.55	13,967.30
Total Equity	221,371.85	171,494.86	49,876.99
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>221,344.45</b>	<b>171,458.04</b>	<b>49,886.41</b>

Scatchet Head Water District  
Profit & Loss Prev Year Comparison  
July 2021

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	Jul 21	Jul 20	\$ Change
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>INCOME</b>			
Water Fees	9,654.15	6,491.30	3,162.85
Reimbursed Expenses	0.00	115.00	-115.00
Investment Interest	50.46	80.26	-29.80
<b>Total INCOME</b>	<b>9,704.61</b>	<b>6,686.56</b>	<b>3,018.05</b>
<b>Total Income</b>	<b>9,704.61</b>	<b>6,686.56</b>	<b>3,018.05</b>
<b>Expense</b>			
<b>EXPENSES</b>			
<b>DIRECT SALARIES &amp; WAGES</b>			
Managers Salary	600.00	600.00	0.00
Commissioners Pay	384.00	384.00	0.00
Meter Reading	120.00	0.00	120.00
Payroll Expenses	149.27	149.61	-0.34
<b>Total DIRECT SALARIES &amp; WAGES</b>	<b>1,253.27</b>	<b>1,133.61</b>	<b>119.66</b>
<b>WATER MAINTENANCE</b>			
Water Management	1,250.00	1,131.00	119.00
Water Repairs & Maintenance	293.40	2,466.12	-2,172.72
Water Testing	30.00	30.00	0.00
Chlorine and Chemicals	551.10	228.10	323.00
Supplies/Parts	96.59	761.54	-664.95
Flushing	1,391.36	1,800.07	-408.71
<b>Total WATER MAINTENANCE</b>	<b>3,612.45</b>	<b>6,416.83</b>	<b>-2,804.38</b>
<b>Utilities</b>			
Telephone	17.87	17.87	0.00
Electric	877.17	1,295.81	-418.64
<b>Total Utilities</b>	<b>895.04</b>	<b>1,313.68</b>	<b>-418.64</b>
<b>GENERAL &amp; ADMINISTRATIVE</b>			
Billing Services	500.00	0.00	500.00
Dues and Subscriptions	0.00	16.29	-16.29
Island County NSF Check Fee	40.00	0.00	40.00
Lien & Recording Fees	227.18	0.00	227.18
<b>Taxes</b>			
State Utility Tax	1,921.40	1,766.93	154.47
<b>Total Taxes</b>	<b>1,921.40</b>	<b>1,766.93</b>	<b>154.47</b>
<b>Total GENERAL &amp; ADMINISTRATIVE</b>	<b>2,688.58</b>	<b>1,783.22</b>	<b>905.36</b>
<b>PROFESSIONAL SERVICES</b>			
Accounting	500.00	872.00	-372.00
Legal Fees	0.00	224.00	-224.00
Subcontractor	600.00	0.00	600.00
<b>Total PROFESSIONAL SERVICES</b>	<b>1,100.00</b>	<b>1,096.00</b>	<b>4.00</b>
<b>Total EXPENSES</b>	<b>9,549.34</b>	<b>11,743.34</b>	<b>-2,194.00</b>
<b>Total Expense</b>	<b>9,549.34</b>	<b>11,743.34</b>	<b>-2,194.00</b>

Scatchet Head Water District  
Profit & Loss Prev Year Comparison  
July 2021

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Net Ordinary Income  
Net Income

Jul 21	Jul 20	\$ Change
155.27	-5,056.78	5,212.05
155.27	-5,056.78	5,212.05

Scatchet Head Water District  
Profit & Loss Prev Year Comparison  
January through July 2021

4

	Jan - Jul 21	Jan - Jul 20	\$ Change
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>INCOME</b>			
Water Fees	112,473.73	89,138.28	23,335.45
Late Fees	2,446.76	820.18	1,626.58
Reimbursed Expenses	0.00	1,354.02	-1,354.02
Hook-up Fees	0.00	10,000.00	-10,000.00
Investment Interest	350.49	786.42	-435.93
<b>Total INCOME</b>	<b>115,270.98</b>	<b>102,098.90</b>	<b>13,172.08</b>
<b>Total Income</b>	<b>115,270.98</b>	<b>102,098.90</b>	<b>13,172.08</b>
<b>Expense</b>			
<b>EXPENSES</b>			
<b>DIRECT SALARIES &amp; WAGES</b>			
Managers Salary	4,200.00	4,200.00	0.00
Commissioners Pay	3,840.00	3,200.00	640.00
Meter Reading	120.00	200.00	-80.00
Payroll Expenses	632.91	680.70	-47.79
<b>Total DIRECT SALARIES &amp; WAGES</b>	<b>8,792.91</b>	<b>8,280.70</b>	<b>512.21</b>
<b>WATER MAINTENANCE</b>			
Water Management	8,393.00	7,886.00	507.00
Water Repairs & Maintenance	8,224.91	17,831.07	-9,606.16
Water Testing	1,407.00	2,592.00	-1,185.00
Chlorine and Chemicals	1,525.16	1,286.42	238.74
Supplies/Parts	7,252.30	6,440.42	811.88
Flushing	1,391.36	2,850.11	-1,458.75
Meter Reading	565.24	0.00	565.24
Reservoir Cleaning	0.00	2,541.41	-2,541.41
Generator	561.81	0.00	561.81
<b>Total WATER MAINTENANCE</b>	<b>29,320.78</b>	<b>41,427.43</b>	<b>-12,106.65</b>
<b>Utilities</b>			
Telephone	125.09	125.09	0.00
Propane	337.41	0.00	337.41
Electric	7,833.53	7,864.04	-30.51
<b>Total Utilities</b>	<b>8,296.03</b>	<b>7,989.13</b>	<b>306.90</b>
<b>GENERAL &amp; ADMINISTRATIVE</b>			
Billing Services	500.00	0.00	500.00
Billing Statements & Postage	987.22	874.04	113.18
Certified Letter Fees	0.00	782.65	-782.65
Dues and Subscriptions	3,406.40	1,172.69	2,233.71
Election Costs	0.00	183.19	-183.19
<b>Freedom of Information Response</b>			
Attorney Fees	0.00	669.00	-669.00
<b>Total Freedom of Information Response</b>	<b>0.00</b>	<b>669.00</b>	<b>-669.00</b>
Island County NSF Check Fee	40.00	0.00	40.00



Scatchet Head Water District  
Profit & Loss Prev Year Comparison  
January through July 2021

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	Jan - Jul 21	Jan - Jul 20	\$ Change
Liability Insurance	0.00	5,536.00	-5,536.00
Licenses and Permits	0.00	1,206.00	-1,206.00
Lien & Recording Fees	352.74	227.18	125.56
Mailings	0.00	594.89	-594.89
Office	493.18	156.00	337.18
Printing and Reproduction	365.63	0.00	365.63
<b>Taxes</b>			
State Utility Tax	7,348.15	5,815.80	1,532.35
Property	78.26	78.26	0.00
<b>Total Taxes</b>	<b>7,426.41</b>	<b>5,894.06</b>	<b>1,532.35</b>
<b>Training</b>			
Travel	0.00	110.34	-110.34
<b>Total Training</b>	<b>0.00</b>	<b>110.34</b>	<b>-110.34</b>
<b>Total GENERAL &amp; ADMINISTRATIVE</b>	<b>13,571.58</b>	<b>17,406.04</b>	<b>-3,834.46</b>
<b>PROFESSIONAL SERVICES</b>			
Engineering	8,431.95	334.06	8,097.89
Accounting	6,116.00	6,080.00	36.00
Audit	260.88	0.00	260.88
Legal Fees	915.00	1,218.00	-303.00
Subcontractor	6,275.00	0.00	6,275.00
<b>Total PROFESSIONAL SERVICES</b>	<b>21,998.83</b>	<b>7,632.06</b>	<b>14,366.77</b>
<b>Miscellaneous</b>	<b>0.00</b>	<b>39.99</b>	<b>-39.99</b>
<b>Total EXPENSES</b>	<b>81,980.13</b>	<b>82,775.35</b>	<b>-795.22</b>
<b>Total Expense</b>	<b>81,980.13</b>	<b>82,775.35</b>	<b>-795.22</b>
<b>Net Ordinary Income</b>	<b>33,290.85</b>	<b>19,323.55</b>	<b>13,967.30</b>
<b>Net Income</b>	<b>33,290.85</b>	<b>19,323.55</b>	<b>13,967.30</b>

Scatchet Head Water District

August 17, 2021

Accounts Receivable

Total Balance Owing: \$9,520.04

Past Due: \$6,455.92

Locked Meters: 1 at \$809.24

1 Meter Removed/Lien Filed: \$2,883.63

August 13, 2020: Total Balance Owing: \$13,147.70

Past Due \$11,748.17

Locked Meters: 2 at \$3,154.09

2 Meters Removed/Liens Filed: \$8,300.28

No late fees or lock-offs allowed until September 30, 2021 per Governor Inslee's Covid Proclamation.

**Scatchett Head WD**

Monthly Operations -

July

2021

Water pumped:

	Cu. Ft. Start	Cu. Ft. End	Cu. Ft. Month	Gals. Month
Well # 2	4,041,880	4,362,690	320,810	2,399,659
Well # 3	7,348,810	7,374,930	26,120	195,378
<b>Total</b>			<b>346,930</b>	<b>2,595,036</b>

Treatment Meter:

	57,509,800	57,881,000	371,200	2,776,576
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Difference			-24,270	-181,540
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Backwash	4,888,700	4,968,600	79,900	
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Backwash %			23.0%	
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Cottage Glen reservoir

	Cu. Ft.	Cu. Ft.	Cu. Ft.	Gallons
Inlet meter (Cu. Ft.)	6,586,160	6,644,650	58,490	437,505
Outlet meter (Cu. Ft.)	112,002	169,947	57,945	433,429

Difference				4,077
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Booster Pumps:

#1	9,679	9,730	51
#2	9,266	9,340	74
#3	11,818	11,875	57
#4	9,186	9,263	77
			<b>259</b>

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

## Scatchet Head Water District meeting August 17, 2021

### Action Items

1. Sandra - Report on the % loss next time the meters are read. Concern since the number this month was 21% and the goal is 10%. Meters read today, so will find out the % loss next month.
2. Sandra – check with the reservoir cleaning people in Utah about a cost to fix the water level indicator on the Guemes Reservoir. Email sent. Sandra will follow up with a different company (Liquivision?) because there has been no response from the folks in Utah. Neither company has responded to Sandra so she will continue to follow up. Sandra found another company and sent another email.
3. Jill - The geologist has prepared a letter to be sent to the Island County road department about the erosion due to the culvert. The Commissioners voted affirmatively to send the letter. Keep on the list for follow-up. Jill spoke with the road department when they were preparing to do the camera test on the culvert at Fidalgo. Replacement of the Fidalgo culvert is already in the budget and they are applying for the permits. However, they do not have additional funding for replacement of the culvert at Samish. Jill will write the letter.
4. Sandra –The tablet is great, but the order in which the meters are listed is a problem. They need to be in walk order. They are currently in billing order. King will straighten out the order during the next few months and do one more meter reading to make sure everything is in working order. Then SHWD's new meter reader will take over, and perhaps another reader will also be hired.
5. Sandra/Brenda Send out a notice about the rate increase with the August billing.
6. **New Item** - Sandra – research when we are scheduled to transfer additional funding from the operating account to the short term asset account and then do the transfer.
7. **New Item** – Sandra – Order 1 additional booster pump to be installed this year using our short term asset fund. It may take 3 months to get the booster pump so order soon!
8. **New Item** – Sandra – Order 2 orange vests for the meter reader and maintenance person.
9. **New Item** – Dave – Dave's wife, Linda, has agreed to maintain our web site. She is going to meet with Julie O'Brien in September to learn how to do it.
10. **New Item** – There was a report of a pipe burst due to high pressure on Hawaii Ave. Sandra reported that there were no reports on high water pressure during the weekend, but someone called to thank King Water for the great water pressure. They sent a technician to check and he found that a booster pump had not shut off promptly, but that water pressure was not excessive. Since only one pipe in one house burst, it is highly unlikely that the pipe break was due to King Water since if it was a system problem, other areas would have been affected.
11. **New Item** – A citizen expressed concern that there was black slime coming from the water taps in her rental house. After much discussion, Sandra expressed that it could be due to iron bacterial growth. This can be treated with high amounts of chlorine or can be filtered out. The citizen agreed to look into treatment.

## Scatchet Head Water District Monthly Commissioners Meeting

Please note meeting date change!

The August Scatchet Head Water District Commissioners meeting will be held in person at the Scatchet Head Water District Community Club building at 3742 Driftwood Drive at 7:00 PM on Tuesday, August 17, 2021. There is an option to attend through Zoom also – log in info is below.

Log in info:

Join Zoom Meeting

<https://us02web.zoom.us/j/86319150164?pwd=Sms2bm41NjR4WjNtdmZBRGVFYXBjZz09>

Meeting ID: 863 1915 0164

Passcode: 390906

Thanks, Brenda, King Water Company, 360-678-5336, [brenda@kingwater.com](mailto:brenda@kingwater.com)