

Scatchet Head Water District

SCATCHET HEAD WATER DISTRICT (SHWD)  
ISLAND COUNTY WASHINGTON

Minutes for April 16, 2024  
7pm

MEETING PLACE

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

IN ATTENDANCE:

Commissioner Lipoti  
Commissioner Mach  
Commissioner Mullins

ABSENT:

None

ALSO PRESENT:

No representation from NW Natural Water

COMMUNITY MEMBERS IN ATTENDANCE

Tom Peterson  
Cynthia Butler  
Jordan Boyer  
Drea Boyer  
Dwight Zehm

The meeting was called to order at 7:01 PM by Commissioner Lipoti. Commissioner Mach read the Land Acknowledgement.

Public Comment

Cynthia Butler reported that the blackberries on the Water District property were cut and she is pleased.

Dwight Zehm described his quest to get the water main adjacent to his property marked. It is possible that when the main was put in, it was outside the right of way. Dwight needs to know the exact location so that he can work with a licensed septic designer to locate a new drainfield. SHWD needs to know whether the line is in the ROW or whether a new ROW should be drawn. So far, NW Natural has marked the line in the street, but that does not explain where the line is along the ROW. Jill was told that NW Natural does not do the marking. Dwight was told that if a Commissioner calls, then NW Natural will do the marking.

A motion passed unanimously by all 3 Commissioners that we would like to request that

Meeting minutes

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## Scatchet Head Water District

NW Natural mark where the main is located along the property at 3671 Orcas. Not in the street. Along the ROW – either in the ROW or adjacent, but exact location.

### Minutes

The March 19, 2024 minutes were approved unanimously.

### Approval of Vouchers

The vouchers for the month were received. The vouchers for the operating fund totaled \$13,760.39 and EFT for \$523.95 with a total of \$14,284.34. Moved by Dave Mullins, seconded by Jaci Mach, and passed unanimously.

The reimbursement that Commissioner Mullins mentioned in the February meeting and noted in the minutes will have to be applied to the next billing period.

The vouchers for the construction account were received and total \$3,660.76. Moved by Dave Mullins, seconded by Jaci Mach, and passed unanimously.

### Review of Financials

Financial reports for the calendar year 2023 were received from Branch Business Services. Based on these reports, Dave Mullins put together an accounting for the SHWD 2023 Budget versus the actual 2023 expenditures. This was necessary for the Heritage Bank and will be important for the PWB and USDA. A copy is available. This proves that we do not have to raise rates further and that the District is financially solvent.

### Accounts Receivable

No report was received.

### Operating Reports

No operating reports were received, but there was a verbal report from Nathan Driscoll to Commissioner Lipoti. After the flushing event on March 14, it was discovered that Well #2 is not pumping at its expected rate of 150 gpm, but is at the reduced rate of 50 gpm. In order to compensate, Well #3 is being operated simultaneously and is pumping an additional 50 gpm. Nathan said that he would have a well company come out to diagnose the problem and provide an estimate for repair/ replacement. Commissioner Lipoti stated that the well pump is slated for replacement as part of the system upgrade project, but that the funds cannot be used until the USDA approves the plan, which has not occurred since we do not yet have all the permits. The commissioners discussed what to do when we get the cost estimate – what is the lead time for a new pump? Should we order it and by the time it comes in we can use the USDA funding to purchase it? We will wait until we have all the facts before we make a decision.

### Meeting minutes

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## Scatchet Head Water District

Nathan also reported that all the meters were read on April 15. Commissioner Lipoti said that the meters are not due to be read until May 15, and that we would not pay for meter reading that was not done at the correct time.

Commissioners expressed frustration that there was no communication about the well pump malfunction, and that the situation had been going on for a month. Commissioners were also disturbed that there was no report on the quantity of water used in flushing, even though it was metered. There was no report on the sizes of Storz connections that are needed for all the hydrants.

### Old Business

We are still awaiting the final permit before we can go out to bid for the project. A sign has been put up as required on Driftwood Drive and public comments are requested by April 20.

The PWB requested an Unanticipated Find Plan be finalized and ready for posting on the Construction site.

Action Items – see attached.  
Radio Drill Statistics – see attached.

### New Business

Leak Forgiveness – Commissioners voted to approve two more leak forgiveness applications in the amount of \$235.05 and \$1,161,49. Branch Business Services will be notified to amend the bills.

The SHWD website forms are being updated to reflect the changes necessary to properly notify Branch Business Services for changes to account owners.

No new contract has been received from NW Natural Water.

Commissioners decided to defer on the quote from Jerry Beck Electricians (Dylan) to replace the VFDs at a cost of \$24,778.57. Commissioner Mach has communicated with Dylan to question why the cost is so high (more than we paid for the whole booster pump replacement less than a year ago, and including the new VFDs).

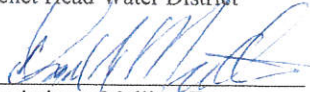
Commissioner Mullins will work with Sean Connelly on a mowing schedule that is 2x a month during growing season and less when we are in a drought. When needed, Sean will also work with the Commissioners to spread the mulch so that heavy equipment will not tear up the soil at the treatment facility.

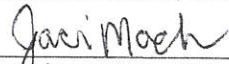
The meeting was adjourned at 8:30PM.

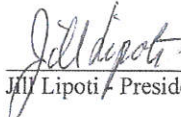
Meeting minutes

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Scatchet Head Water District

  
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Commissioner Mullins, Treasurer

  
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Commissioner Mach - V.P.

  
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Jill Lipoti / President

Meeting minutes

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