

SCATCHET HEAD WATER DISTRICT (SHWD)  
ISLAND COUNTY WASHINGTON

Minutes for July 16, 2024, 2024

7pm

MEETING PLACE

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

**IN ATTENDANCE:**

Commissioner Lipoti  
Commissioner Mach  
Commissioner Mullins

**ALSO PRESENT:**

No representation from NW Natural Water

**COMMUNITY MEMBERS IN ATTENDANCE**

Tom Peterson  
Cynthia Butler  
Jordan Boyer  
Drea Boyer  
Seth Conlin  
Rachel Martinez  
Seanea Helland  
Daren Helland  
John Chaffee  
Michelle Coffin

The meeting was called to order at 7:00 PM by Commissioner Lipoti. Cynthia Butler read the Land Acknowledgement.

**Public Comment**

Michelle Coffin spoke about issues with loud noises from her pipes during flushing. Jaci Mach offered to turn off her water during the flush and turn it back on again. She also received advice about a water turn-off system that could work with your phone from Seth Connelly. Michelle also wanted to have the SHCC keep the building open on the Thursdays when flushing occurs. She also asked about whether there will be a need for turning off the water during the pipe replacement (yes) and whether there will be notice (as best the Commissioners can). She also

asked about whether there will be a need for flushing during pipe replacement (likely, but we will know more as we get into the project).

Michelle and several others spoke against any raise in rates, however, some were supportive of lowering the base amount to support conservation efforts. The Commissioners voted to change the order of business so that the rate change could be discussed right away rather than waiting for new business.

Commissioners discussed their research about rate changes that were possible and how many households would likely be impacted with lowering the base from 2000 cu.ft to 1800 cu.ft. Ultimately they decided not to change the rates until after the system upgrade work is well under way, likely in December. They want to encourage conservation, but they also realize the need for everyone's cooperation and don't want to risk alienating the customers with a rate increase at this time. There was no compelling need for an increase right now.

### **Minutes**

The June 18, 2024 minutes were approved. Commissioner Lipoti abstained because she was absent from the meeting.

### **Approval of Vouchers**

The vouchers for the month were received. The vouchers for the operating fund totaled \$18,368.59 and EFT for \$587.31 with a total of \$18,955.90.

The vouchers for the construction account were received and total \$9,427.66.

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

### **Review of Financials**

Dave Mullins reviewed the financial reports. He will meet with Dawn Wilson again to get them corrected, but our financial picture is strong at the moment.

### **Accounts Receivable**

AR is \$33,069.35. Branch will send overdue notices monthly, and those more than 4 months overdue will get certified letters (approximately 30 households). Three households owe more than \$1,000 and are in danger of the water being shut off.

### **Operating Reports**

Report submitted by NW Natural Water. See attached.

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**

Discussion with JJ Olson on June 26 from 11am to 12:30pm. Notes are attached.

Consumer Confidence Reports – were sent to SHWD on June 25 and were supposed to be in customers hands by July 1.

### **System Upgrade Project**

Curt Schoenfelder led the mandatory pre-bid meeting on July 9 at the Guemes Ave plant. The electricity was off because of work being done by PSE, but the generator was working and all bidders could see the area where they would be working. Curt talked about all of the components of the project. Bidders questions centered around where they could lay down the pipe that they would be bringing to the site and where they could leave equipment. One bidder requested more time to get their bid submitted because a number of subcontractors were on vacation and the extra time would allow for a better estimate of actual costs. Curt issued an addendum to the project on July 15 which extended the date for bids to be opened in his office to August 1 and removed the work which was completed on an emergency basis on Well #2. That work was completed as per the bid spec, so there was no need to repeat it.

Commissioners discussed the need for good communication during the project. There will be an inspector on site who is being hired by Wilson Engineering. That individual will likely give us the best information about which customers will be impacted with various stages of the project.

**Action Items** – see attached.

**Radio Drill Statistics** – No drill because it was July 4. Next drill on August 1.

## **New Business**

Consideration of a rate change was discussed right after the public comment since most members of the public were here for that discussion. Decision was not to change rates.

No new contract with NW Natural Water – contract with King remains in place except for billing and financial services, which are now contracted with Branch Business Services. The new pricing is in effect based on the schedule presented by NW Natural Water.

Need for Lead Pipe inventory completion – price quote of \$5,033 from NW Natural Water – Commissioners accepted the bid and would like to be informed about when it is scheduled.

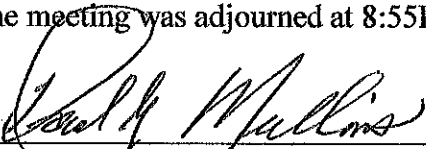
Consideration of meters that can be read automatically – Dave has two price quotes, of around \$121,335 for 416 meters and including the reader. Commissioners unanimously supported pursuing this, including having a representative come to a meeting and explain the meters, and contacting King water to see how much they would charge for installation of the new meters.

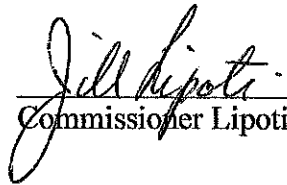
Need for Water Shortage Response Plan (template from WA DOH) – Jill is still working on it.

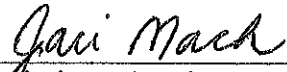
Records Storage – the area has been cleaned out by Tom Peterson (THANKS!) and now we need to move in the file cabinet. Discussion of taking materials to the dump and commissioners voted to declare a desk, two file cabinets, and a bookshelf as surplus property. Jaci will offer them for free on Facebook. If there are no takers, we will pay Sean to take them to the dump for us. He will also demolish that unsightly shed adjacent to the treatment building that used to house the pump for the backwash pond.

Need for a door repair on the well building -- Jaci obtained a quote of \$250 and it was unanimously approved.

The meeting was adjourned at 8:55PM.

  
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Commissioner Mullins, Treasurer

  
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Commissioner Lipoti, President

  
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Commissioner Mach, V.P.