SCATCHET HEAD WATER DISTRICT (SHWD)
ISLAND COUNTY WASHINGTON

Minutes for September 15, 2026

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

IN ATTENDANCE:
Commissioner Lipoti
Commissioner Mullins
Commissioner Peterson

COMMUNITY MEMBERS IN ATTENDANCE
Jordan Boyer
Drea Boyer
Jaci Mach

The meeting was called to order at 7:02 PM by Commissioner Lipoti.

Commissioner Peterson read the land acknowledgement.

Public Comment

Jaci Mach explained that she has assembled a 5-person board for Firewise and is assembling the materials to apply for a grant and for a crew from the Department of Natural Resources to work on priority areas to reduce the threat of fire to Scatchet Head. It is possible that some of the work can be done on Water District property. She will keep us apprised as more information becomes available. The District thanked Jaci for her hard work.

Commissioner Peterson had cleaned the pine debris off the roof of the treatment building on Guemes on his own initiative. Commissioner Mullins and Lipoti thanked him very much for doing that because it not only decreases the threat of fire, it also extends the life of the roof. However, in doing so, Commissioner Peterson noticed excessive moss growth on the roof.

Minutes

Approval of the minutes from August 18, 2026 regular meeting was moved by Commissioner Mullins, seconded by Commissioner Peterson, and passed unanimously.

Vouchers

Approval of operational vouchers in the amount of $13,363.29 and electronic vouchers of

$309.30 for a total of $13,672.59 was moved by Commissioner Mullins and seconded by Commissioner Peterson. It passed unanimously.

Financials and Accounts Receivable

Financial statements were reviewed and discussed. Commissioner Mullins is concerned that the cash went down by $42,221.68 and he cannot account for it. He will contact Dawn to ask about it. He is also concerned with the transfer of $95,000 into the USDA Reserve Fund, and he wants to be sure that it is an interest-bearing account. Dave will check with Dawn.

Branch Business Services prepared a draft budget for 2027 and it was discussed by the Commissioners. Dawn made all of the changes requested last time, but the line item for USDA Loan Payments needs to be $50,000. Currently, it is set at $40,000. With that change, the amount of money that will be left after all bills paid in the budget would only be $9,147. All of the Commissioners were concerned that this was a very thin margin. The Commissioners discussed various rate increase scenarios: $10 per quarter per year, $15 per quarter per year, and $20 per quarter per year. After discussion, it was clear that there was no consensus among the Commissioners other than a rate increase is needed. All agreed to think about it for a month. During that time, the Commissioners have to agree on a succinct set of expenditures which have increased to justify the increase in rates. As an example, the Commissioners will have to increase the spending on operations because of increased costs of materials and the need to increase the number of days that NW Natural is on-site in order to remain in compliance.

Accounts receivable was discussed. Commissioner Mullins distributed a new list of accounts which are over $1000 owed. These will be referred to Branch Business Services to receive registered letters in advance of shutting off their service.

Review of Operating Reports

Operating report for August shows an increase in the amount of water used per household. This is consistent with the Accounts Receivable in that some customers are now watering their lawn/garden.

Commissioners Lipoti and Peterson were able to speak at length with Aaron, the licensed operator for NW Natural who is covering the District. He had a number of suggestions which the Board wishes to implement. He believes we should drain the tank at Cottage Glen during the summer and only fill it during the winter because the water is not moving and there is a build up of disinfection byproducts. All Commissioners agreed that the tank should be drained.

Aaron also said that he could work on getting Well #3 back into production. All of the Commissioners agreed that this should be a priority and asked that it be put on the schedule as soon as possible.

Scatchet Head Water District

Old Business

NW Natural provided an updated cost for coming to Scatchet Head 5 days/week as required by the Department of Health. The Total Monthly Cost will go up by $600/month. After discussion, Commissioner Mullins moved and Commissioner Peterson seconded raising the Total Monthly Cost for NW Natural to $2,496.00. The motion passed unanimously.

Commissioner Peterson brought up the excessive moss on the roof of the treatment building. Commissioners Lipoti and Mullins authorized him to engage a contractor to clean off the moss and to apply moss killer to the roof.

Integrated Underwater Services was on site September 9 and 10 to inspect both reservoirs and remove silt. The reservoir on Guemes was able to be fully inspected and cleaned, and it was discovered that the coating is beginning to flake off. This will need to be repaired. The reservoir at Cottage Glen was inspected and is in good shape. However it was not able to be cleaned because there is a wire on the bottom of the tank from the level indicator, and it prevented the robot from getting access to the floor of the tank. Additionally, there was too much of an air gap so the cleaning robot could not get suction. A new proposal was submitted to enter the tank (after it is drained) and to remove the wire and get rid of the silt. The new proposal is for $4,683 plus tax. Commissioner Peterson moved, Commissioner Mullins seconded, and it was unanimously approved to proceed with this work.

The pictures that IUS took of the access hatch on top of the tank are needed by the Department of Health inspector for her report. Commissioner Peterson was tasked with getting the pictures to Sarah Spotts.

The files that were received from IUS are very large. Commissioner Peterson proposed downloading them to a thumb drive and giving them to NW Natural so they would have a complete record of the inspection and cleaning for their files.

Commissioner Peterson reported that the request for public records was fulfilled.

New Business

The decision on rate increases has been deferred until next month.

Another water system on Whidbey Island had applied to Enduris for insurance coverage, and was turned down because the contract with NW Natural did not have enough coverage. Commissioner Lipoti will work with Attorney Charlotte Archer to make sure that our contract language provides adequate protection.

The results of August bacterial testing, conductivity, and radionuclides was received and we are in compliance.

Meeting minutes

Scatchet Head Water District

The Department of Health inspection results have not yet been received. Additional information is still being provided to the inspector, Sarah Spotts.

A lien has been taken against one of the recalcitrant water accounts.

A customer applied for leak forgiveness in the amount of $171.05. A motion to approve was made by Commissioner Mullins, seconded by Commissioner Peterson, and unanimously approved.

The meeting was adjourned at 8:23 PM.

Commissioner Mullins, Treasurer

Jill Lipoti - President

Commissioner Peterson