

Scatchet Head Water District

SCATCHET HEAD WATER DISTRICT (SHWD)
ISLAND COUNTY WASHINGTON

Minutes for January 20, 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

Cynthia Butler
Darren Helland
Seanea Helland
Jaci Mach
Jordan Boyer
Drea Boyer
John Chaffey

The meeting was called to order at 7:00 PM by Commissioner Lipoti.

Commissioner Peterson read the land acknowledgement.

Public Comment

Cynthia Butler mentioned that she had a customer on Sand Dollar Lane raise a concern with the lack of flushing on that roadway. Commissioner Lipoti will raise the concern with NW Natural Water.

John Chaffey suggested some changes to the website to improve its usability.

Commissioner Peterson will communicate those changes to our webmaster.

Questions were raised about the equipment digging up George Drive. Scatchet Head Sewer District experienced some leaks which they traced to the area under George Drive. After excavation, it appears that the source of the leaks is within a large concrete block, which is resistant to breaking open with jack hammers. Blackwater, the contractor engaged by the Sewer District is considering abandoning these lines in place and running new lines through a culvert tunnel so that the lines could be more easily accessed in the future. Work is ongoing. It does not appear that the SHWD work had anything to do with the problems in the sewer district lines, but a final report has not yet been received.

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Approval of the minutes from December 16, 2025 regular meeting was moved by Commissioner Mullins, seconded by Commissioner Peterson, and passed unanimously.

Vouchers

Approval of operational vouchers in the amount of \$9,979.66 and Electronic Vouchers in the amount of \$1,810.71, for a total of \$11,790.37 was moved by Commissioner Mullins, seconded by Commissioner Peterson and passed unanimously.

Approval of construction account vouchers in the amount of \$5,257.50 was moved by Commissioner Mullins, seconded by Commissioner Mach, and passed unanimously.

Financials and Accounts Receivable

Financial statements were reviewed and discussed. It was noted that the budget projections prepared by Linda Mullins 6 years ago are almost exactly what we spent in the past year. Amazing! Commissioner Mullins will work with Dawn Wilson at Branch Business Services to come up with some budget projections for the next 3 years.

Accounts Receivable statements were received. There are some customers who owe over \$1,000. Now that it is the New Year, the Commissioners will ask Branch Business Services to start sending the certified letters and escalating collection efforts, including turning water off, if necessary. Concerns were raised that the water services which were supposed to be locked still seem to be accessible to customers. This issue will be raised to NW Natural Water so that they can check on them at least quarterly when the meters are read.

Review of Operating Reports

An operating report was received.

Old Business

System Upgrade Project

A change in the Scope of Work for the Public Works Board was approved by the Board. The Certification of Completion of the work was submitted, but there has been no response from PWB.

New meters have been installed for Wells 2 and 3, and the readouts are right next to the door when you come in. Well 3 was tested but only produced 10 gpm. Well 2 was tested and produces 95 gpm. Turning on Wells 2 and 3 together results in the possibility of overheating the well pump in Well #3. For now, only Well #2 is in service, until Well #3 can be developed to produce a higher yield. It could be used as a backup in an emergency. Since the ATEC filters require 116 gpm for backwash, Engineer Curt

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Schoenfelder is doing a redesign of the system to allow supplemental water from the reservoir to be used for backwash.

Commissioners will have to consider whether to drill a new well to replace Well #3. Darren Helland suggested that perhaps the well could be drilled in exactly the same location. Commissioners will consult with the engineers.

The ATEC filters have been installed, but not yet connected. Work is now planned for February 2-6, 2026 with training occurring on Feb 6. Commissioners hope that no further slippage in the schedule will occur because the project must be completed by March 1, which is 5 years since the USDA loan was approved. Further delays could affect this loan. Additionally the Bond Anticipation Note has only been extended to March 1, anticipating the finalization of the USDA loan.

Commissioner Mullins will check to be sure that we will have all necessary paperwork to convert this loan by the due date.

USDA will schedule the inspection of the system upgrade project for sometime in the week of Feb 9.

New Business

A water main break occurred on January 11, 2026. NW Natural Water arrived expeditiously, shut down the affected lines, excavated the broken line, and repaired the line. A boil water advisory was issued, sample taken, and by January 16, the district issued an all clear. Commissioner Peterson has taken over the communication duty from Commissioner Mach, and had his first test of the system. All went well.

Resolution 2026-1 saying the SHWD will be responsible for the \$754.77 in Change Order #6 was moved by Commissioner Mullins, seconded by Commissioner Peterson, and passed unanimously. This will facilitate the actions by USDA to approve the next draw.

Resolution 2026-3 authorizing SHWD to have a credit card for incidental expenses with a cap of \$1000 was moved by Commissioner Mullins, seconded by Commissioner Peterson, and passed unanimously. All 3 commissioners will have authority to make purchases with this credit card.

Water testing for coliform bacterial was also conducted in December and the District is in compliance. A new sample was collected for disinfection byproduct testing with passing results.

Commissioner Lipoti gave a talk at the Whidbey Island Water Systems Association on January 15, 2026 at the Coupeville Library. It was well attended and well received. Commissioner Peterson was present in the audience and was able to help answer the many questions that the attendees asked.

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Commissioners Lipoti and Peterson will attend the Washington Association of Sewer and Water Districts on January 31, 2026 in Lynnwood, WA. Their attendance will be sponsored by Enduris.

The meeting was adjourned at 7:39 PM.

Commissioner Mullins, Treasurer



Commissioner Peterson



Jill Lipoti, President