

SCATCHET HEAD WATER DISTRICT (SHWD)  
ISLAND COUNTY WASHINGTON

Minutes for May 19, 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  
Cynthia Butler  
John Chaffey

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

Commissioner Peterson read the land acknowledgement.

Public Comment

Drea Boyer reported that she has heard from a number of Scatchet Head residents how nice the ribbon cutting ceremony was and how everything went smoothly. The Commissioners all felt proud of the work that had been done and were happy to share the moment with everyone.

Cynthia Butler informed the District that she had a recent conversation with the Island County Public Works and they plan to resurface Mortland and George starting July 6. At that time they will ensure that the sinkhole is properly filled and resurfaced.

Cynthia asked the District about the “water tower park” area with the basketball court on Guemes. What is the history? Why did it close? Would we consider reopening? Commissioner Peterson was on the Community Club Board when that was put in place, and the area was fenced separately from the rest of the treatment plant property. There was no backwash pond at the time. Commissioner Mullins expressed his opposition to reopening the basketball court because of noise complaints from neighbors, drowning hazards presented by the backwash pond, and general liability if someone gets hurt. Commissioner Lipoti said that after 9/11 there were additional requirements put on water treatment facilities to prevent damage and sabotage and that it was unlikely that the District’s attorney would write a favorable opinion of the use of the land for children playing. Commissioner Peterson said that we would remove the basketball backstop and

Meeting minutes

## Scatchet Head Water District

the picnic table.

John Chaffey presented his idea for providing periodic updates to the residents during flushing. Commissioner Peterson explained the constraints on the District for sending emails – that we have a limit of 500 email addresses per day. Additionally, Commissioner Lipoti expressed concern that we would not get periodic updates so the information we might put out may not be accurate. We do not get updates now – except if one of us drive around and look for the truck. John said that he understood the complications.

John Chaffey asked about whether Well #3 low pumping rate had been addressed by the Commissioners. The Commissioners have not had a chance to do so but plan to do so as soon as they can.

### Minutes

Approval of the minutes from April 21, 2026 regular meeting was moved by Commissioner Mullins, seconded by Commissioner Peterson, and passed unanimously.

### Vouchers

Approval of operational vouchers in the amount of \$16,951.34 and Electronic vouchers of \$2,152.58 for a total of \$19,103.92 was moved by Commissioner Mullins and seconded by Commissioner Peterson. It passed unanimously.

Approval of the operational voucher for the first payment of principle and interest from the Public Works Board loan in the amount of \$38,037.66 was moved by Commissioner Mullins and seconded by Commissioner Peterson. It passed unanimously.

Approval of construction account vouchers in the amount of \$127,789.15 was moved by Commissioner Mullins, seconded by Commissioner Peterson, and passed unanimously.

Approval of construction account vouchers in the amount of \$2,500.00 was moved by Commissioner Peterson, seconded by Commissioner Mullins, and passed unanimously.

### Financials and Accounts Receivable

Financial statements were reviewed and discussed. The water district's cash position is still comfortable, but we will soon be paying the principle and interest, which will affect our balance.

Commissioner Mullins said that the requests that we had made previously had not been done, and he wanted to follow up on the funding for the short term asset fund in particular.

Quoting from the minutes of the April meeting: *Commissioner Mullins moved that*

Meeting minutes

## Scatchet Head Water District

*SHWD deposit \$8,675.00 into the SHORT TERM ASSET ACCOUNT. This deposit represents the SHWD's annual required payment. By paying it up front, we will have satisfied the obligation for the year. The motion was seconded by Commissioner Peterson, and passed unanimously.*

Accounts Receivable still show a few customers who are not paying their bills.

### Review of Operating Reports

An operating report was received. Commissioners discussed what it means and would like to have NW Natural present a tutorial on how to use these for our needs.

### Old Business

#### System Upgrade Project

The final Outlay Report was completed and the funding was put in the SHWD account by May 18.

The source of the leak on Driftwood at the end of George was solved after the flushing took place. It was a fire hydrant that had not been closed properly.

Commissioners discussed the list of issues that should be addressed as funds are available. A small number of maintenance items were mentioned, but the largest item that needs priority attention is the underperforming well #3.

### New Business

Resolution 2026-7 was discussed on the Water Revenue Bond for the financing of the System Upgrade. The document were prepared by Foster Garvey, and were extensive. Commissioner Mullins moved and Commissioner Peterson seconded, and the Resolution was passed unanimously.

The USDA Loan Resolution (now named 2026-8) was moved by Commissioner Peterson, seconded by Commissioner Mullins, and passed unanimously.

The Bond was moved by Commissioner Mullins and seconded by Commissioner Peterson, and passed unanimously. It was signed by Commissioner Lipoti as President and Commissioner Peterson as Secretary. The seal of the water district was affixed to the Bond.

The Loan Resolution Certification, the Certificate regarding the number of users, and the Closing Certificate were moved by Commissioner Mullins, seconded by Commissioner Peterson, and passed unanimously. They were all signed by Commissioner Lipoti, as President.

### Meeting minutes

Scatchet Head Water District

There is a Signature Identification Certificate that have to be signed and notarized. Commissioner Lipoti will do that on May 20, 2026, and then take ALL of the papers to the library to be scanned. The scan will be sent to Stacie Amasaki at Foster Garvey, and the originals will be sent to Stacie via Fed Ex.

Resolution 2026-9 authorizing the payoff of the Heritage Bank Loan in the amount of \$2,528,767.68 was moved by Commissioner Mullins, seconded by Commissioner Peterson and passed unanimously. That will be sent to Island County Treasurer, Tony Lam, along with the letter from Megan Wise of Heritage Bank to authorize an electronic transfer of funds.

Water testing for coliform bacterial was also conducted in May. The District is in compliance.

A Notice of Violation was received for not taking enough samples to demonstrate compliance for disinfection byproducts. NW Natural said that the NOV was incorrect and that the samples had been taken. They will provide evidence to refute the NOV.

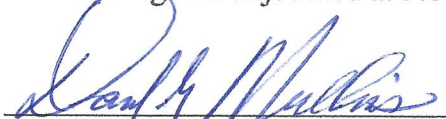
The Consumer Confidence Report was received as a draft, and some changes were made. Commissioner Peterson moved and Commissioner Mullins seconded the motion to approve the CCR in its current form, and to send it out with the bills. The motion passed unanimously.

Commissioner Peterson has taken on the job of organizing and filing all of the SHWD files on the District's computer. He is carefully sorting them into files so that they can be easily retrieved when someone requests information. The is a lengthy and painstaking job, but he is working through it a little at a time.

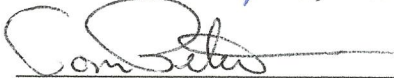
Former Commissioner Jaci Mach has volunteered to work on organizing the paper files for the district. She is only keeping those that are required under the Open Public Records Act. She has been recycling old files that are not necessary anymore.

The Commissioners have heard about a new company called Water and Wastewater Services that is an approved Satellite Management Agency and could take over the functions currently performed by NW Natural Water. The Commissioners will explore this option, but will be cautious to be sure that they will be getting better service for our customers before making any changes.

The meeting was adjourned at 9:00 PM.



Commissioner Mullins, Treasurer



Commissioner Peterson



Jill Lipoti / President

Meeting minutes