

Scatchet Head Water District

SCATCHET HEAD WATER DISTRICT (SHWD)
ISLAND COUNTY WASHINGTON

Minutes for April 19, 2022 - Regular Meeting, 7:00 PM

MEETING PLACE
Online through Zoom

IN ATTENDANCE:

Commissioner Mach (via zoom)
Commissioner Lipoti (via zoom)
Commissioner Mullins (via zoom)

ABSENT:

None

ALSO PRESENT:

Brenda Bosman – King Water Company

COMMUNITY MEMBERS IN ATTENDANCE: (via zoom)

None

The meeting was called to order at 7:05 PM by Commissioner Mullins. Commissioner Lipoti opened the meeting with recital of the Land Acknowledgement.

Commissioner Mullins motioned that the meeting minutes from the March 15, 2022 commissioners meeting be approved. Commissioner Lipoti seconded the motion. (*Motion carried, unanimously approved and passed.*)

Audience Participation

None

Financial Report

The vouchers for the month were reviewed. Commissioner Lipoti motioned that vouchers 4-1 through 4-9 in the amount of \$8,677.84 plus EFT voucher for \$1,869.81 plus Construction voucher for \$31,652.50 plus Short Term Asset voucher for \$7,638.97 for a total of \$42,200.15 be approved. Commissioner Mullins seconded the motion. (*Motion carried, unanimously approved and passed.*)

Financial reports were reviewed. Cash in the Operating Fund at March 31, 2022 was \$139,005.45, the Short-Term Asset Fund was \$45,927.00, the Emergency fund was \$101,546.19 of which \$99,000.00 is invested, and the Construction Fund was \$11,596.93 for a total of \$298,075.57. The balance due on water bills was \$17,722.84, which includes past due accounts of \$6,954.59 (no accounts are locked off, and one account for \$2,883.63 has had the meter removed with lien filed).

Meeting minutes

Scatchet Head Water District

Commissioner Mullins motioned to approve the 2021 – 2025 budget (attached).
Commoner Lipoti seconded the motion. (*Motion carried, unanimously approved and passed.*)

Manager/Operations Report

Brenda Bosman reviewed the Monthly Operations Report (attached).

~Well issue: well 3 will not run in the manual setting – should a well tech be called?

Possible control issue. Commissioners will discuss with King Water tech.

~Compressor will be installed April 26.

~Backwash pond: nozzles and sump pump ordered and will be replaced.

~Flushing: best to flush in two days, or one? Not much of a cost difference between the two – it may be cost effective to train the Scatchet Head maintenance tech to flush.

~PFAS testing complete – results should be received soon.

Old Business/Pending

Action Items: See attached list – reviewed.

Resolution 2022-2: Best Management Practices (attached) – Commissioner Mullins motioned to approve and adopt Resolution 2022-2. Commissioner Lipoti seconded the motion. (*Motion carried, unanimously approved and passed.*)

Resolution 2022-3: Transfer to Construction Fund (attached) – Commissioner Lipoti motioned to approve and adopt Resolution 2022-3. Commissioner Mach seconded the motion. (*Motion carried, unanimously approved and passed.*)

Construction loan approved with Heritage Bank.

Engineering Report

Wilson Engineering – survey will be finished in June, 2022.

New Business

~Set up new fund: Debt Service Account – resolution will be drafted.

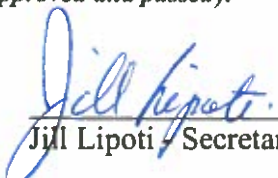
~Second meter reader to be hired at \$20.00 per hour. Commissioner Mullins motioned to raise the hourly rate of the current meter reader to \$25.00. Seconded by Commissioner Lipoti. (*Motion carried, unanimously approved and passed.*)

Commissioner Mullins motioned to close the meeting at 7:38 PM. Commissioner Mach seconded the motion. (*Motion carried, unanimously approved and passed.*)

Commissioner Mullins, President



Commissioner Mach – V.P.



Jill Lipoti / Secretary

Meeting minutes

Scatchett Head WD

Monthly Operations -

March

2022

Water pumped:

	Cu. Ft. Start	Cu. Ft. End	Cu. Ft. Month	Gals. Month
Well # 2	5,916,030	6,081,440	165,410	1,237,267
Well # 3	7,431,890	7,446,520	14,630	109,432
Total			180,040	1,346,699

Treatment Meter:

	59,609,900	59,801,300	191,400	1,431,672
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Difference			-11,360	-84,973
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Backwash	5,159,500	5,185,000	25,500	
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Backwash %			14.2%	
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Cottage Glen reservoir

	Cu. Ft.	Cu. Ft.	Cu. Ft.	Gallons
Inlet meter (Cu. Ft.)	7,068,520	7,129,570	61,050	456,654
Outlet meter (Cu. Ft.)	582,229	642,544	60,315	451,156

Difference

5,498

Booster Pumps:

#1	10,037	10,078	41
#2	9,749	9,788	39
#3	11,949	11,960	11
#4	9,797	9,868	71
			162

Booster gals/hr.

<u>Flushing</u>	Cu Ft	Gallons
2019		
March - full system flush		100,000
2020		
February - spot flushing		50,000
March - full system flush		100,000
June - full system flush		200,000
Sept - full system flush		100,000
Dec - full system flush		200,000
2021		
March - full system flush		100,000
June - full system flush		100,645
Sept - full system flush		100,000
Dec - full system flush		100,000
March - full system flush		100,000

SHWD 5 YEAR BUDGET (REVISED 4/15/22)

	2021	2022	2023	2024	2025
INCOME					
WATER FEES	\$214,568	\$241,000	\$253,000	\$253,000	\$253,000
LATE FEES	\$2,813	\$2,832	\$3,524	\$3,524	\$3,524
REIMBURSED EX	\$334	\$300	\$350	\$350	\$350
INVESTMENT INT.	\$586	\$586	\$586	\$586	\$586
TOTAL INCOME	\$218,301	\$244,718	\$257,460	\$257,460	\$257,460
EXPENSES					
DIRECT SALARIES & WAGES					
MANAGERS SALARY	\$4,299	\$0	\$0	\$0	\$0
COMM. PAY	\$6,144	\$6,144	\$6,144	\$6,144	\$6,144
METER READING	\$120	\$2,000	\$1,500	\$1,500	\$1,500
PAYROLL EXP.	\$671	\$500	\$400	\$450	\$450
TOTAL DIRECT SALARIES & WAGES	\$11,234	\$8,644	\$8,044	\$8,094	\$8,094
WATER MAINTENANCE					
WATER MANAGEMENT	\$14,643	\$16,107	\$17,718	\$19,489	\$21,138
BILLING	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000
WATER REPAIRS & MAINTENANCE	\$10,299	\$8,000	\$8,000	\$8,000	\$8,000
WATER TESTING	\$3,712	\$3,712	\$3,800	\$3,800	\$3,800
CHLORINE & CHEM.	\$3,131	\$3,000	\$3,500	\$3,500	\$3,500
SUPPLIES/PARTS	\$7,404	\$5,000	\$5,000	\$5,000	\$5,000
FLUSHING	\$2,782	\$3,000	\$3,200	\$2,000	\$2,000
METER READING	\$5,640	\$2,000	\$4,000	\$4,000	\$4,000
GENERATOR	\$561	\$500	\$500	\$500	\$500
SANITARY SURVEY	\$459	\$450	\$450	\$450	\$450
TOTAL WATER MAINTENANCE	\$51,631	\$44,769	\$49,168	\$49,739	\$51,388

SHWD PROPOSED 5 YEAR BUDGET. PAGE 2

	2021	2022	2023	2024	2025
UTILITIES					
TELEPHONE	\$214	\$250	\$250	\$250	\$250
PROPANE	\$1,443	\$1,400	\$1,500	\$1,600	\$1,700
ELECTRIC	\$14,051	\$15,000	\$16,000	\$17,000	\$18,000
TOTAL UTILITIES	\$15,708	\$16,650	\$17,750	\$18,850	\$19,950
GENERAL & ADMINISTRATIVE					
STATEMENTS & POSTAGE	\$1,906	\$2,000	\$2,200	\$2,300	\$2,300
CERTIFIED LETTERS	\$342	\$350	\$350	\$350	\$350
DUES & SUBSCRIP	\$3,627	\$3,400	\$3,400	\$3,400	\$3,400
ISLAND COUNTY NSF FEES	\$120	\$120	\$150	\$160	\$170
OFFICE SUPPLIES	\$2,143	\$2,000	\$2,100	\$2,200	\$2,200
PRINTING & REPRODUCTION	\$566	\$600	\$625	\$650	\$675
LIEN FILING FEES	\$352	\$400	\$425	\$450	\$450
TAXES:					
STATE UTILITY TAX	\$10,887	\$12,000	\$14,000	\$14,000	\$14,000
PROPERTY	\$78	\$80	\$80	\$80	\$80
TOTAL TAXES	\$10,965	\$12,080	\$14,080	\$14,080	\$14,080
TOTAL GENERAL & ADMINISTRATIVE	\$20,021	\$20,950	\$23,330	\$23,590	\$23,625

SHWD PROPOSED 5 YEAR BUDGET. - PAGE 3

	2021	2022	2023	2024	2025
PROFESSIONAL SERVICES					
ENGINEERING	\$8,432	\$1,000	\$1,000	\$1,000	\$1,000
ACCOUNTING	\$8,616	\$8,600	\$8,700	\$8,800	\$8,900
AUDIT	\$1,731	\$2,000	\$4,000	\$4,000	\$4,000
LEGAL FEES	\$915	\$1,000	\$1,000	\$1,000	\$1,000
SUBCONTRACTOR	\$8,315	\$3,000	\$3,000	\$3,000	\$3,000
LIABILITY INSURANCE	\$7,267	\$8,000	\$9,000	\$10,000	\$11,000
TOTAL PROFESSIONAL SERVICES	\$35,276	\$23,600	\$26,700	\$27,800	\$28,900
TOTAL EXPENSES	\$133,870	\$114,613	\$124,992	\$128,073	\$131,957
NET ORDINARY INCOME	\$218,302	\$244,718	\$257,460	\$257,460	\$257,460
NET PROFIT	\$84,432	\$130,105	\$132,468	\$129,387	\$125,503
SHORT TERM ASSETS	\$35,927	\$40,000	\$10,000	\$10,000	\$10,000
USDA PAYMENT RESERVE				\$10,000	\$10,000
USDA PAYMENT				\$98,000	\$98,000
NET PROFIT	\$48,505	\$90,105	\$122,468	\$11,387	\$7,503