

SCATCHET HEAD WATER DISTRICT (SHWD)
ISLAND COUNTY WASHINGTON

Minutes for April 15, 2021 - Regular Meeting, 7:00 PM

MEETING PLACE

Online Meeting on Zoom because of Corona virus outbreak and Governor Inslee Proclamation.

IN ATTENDANCE:

Commissioner Carr
Commissioner Lipoti
Commissioner Mullins

ABSENT:

None

ALSO PRESENT:

Sandra Bodamer – King Water Company
Brenda Bosman – King Water Company
Bill Benshoof - Manager

COMMUNITY MEMBERS IN ATTENDANCE:

Customers were invited to attend by Zoom through email.
Kirk Horton
David White

The meeting was called to order at 7:05 PM by Commissioner Mullins.

Commissioner Lipoti motioned that the prior meeting minutes from the March 18, 2021 meeting be approved. Commissioner Mullins seconded the motion. (*Motion carried, unanimously approved and passed.*)

Audience Participation

None.

Financial Report

The vouchers for the month were reviewed and Sandra from King Water Company gave the bookkeeper report. A motion was made by Commissioner Carr that Maintenance vouchers (04) - 1 through (04) – 13 in the amount of \$9,207.13 plus EFT vouchers (04) 1 and (04) 2 in the amount of \$2,123.74 for a total of \$11,330.87 be approved. Commissioner Lipoti seconded the motion. (*Motion carried, unanimously approved and passed.*)

Financial reports were reviewed. Cash in the Operating Fund at March 31, 2021 was \$95,671.45, the Reserve fund was \$100.00 and the Emergency fund was \$100,965.35, of which \$99,000.00 is invested. The balance due on water bills was \$20,622.46, which includes past due accounts of \$16,024.67 (1 account for \$692.66 has been locked off, and

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three accounts for \$11,183.91 have had the meters removed or locked with liens filed).

Manager/Operations Report

Sandra reviewed the Monthly Operations Report with the Commissioners.

- L & I coverage is available for volunteers – not needed at this time, no volunteers working on behalf of the district.
- Iron & Manganese test results still look good.
- Centrifugal switch – cleaned and now working; will be cleaned regularly.
- Meter reader hire: Help Wanted ad to be placed in local papers, on website, and posted at the clubhouse. Commissioner Mullins motioned to approve the job description (attached). Seconded by Commissioner Lipoti. (*Motion carried, unanimously approved and passed.*)
- TTHM testing: test results over Maximum Contaminant Level (MCL); reservoir may need to be cleaned more often and/or the addition of air. Tests are taken at two specific locations in the water system each quarter. Arsenic test results are below MCL.
- Reattached power cord note on log sheet – Sandra will ask tech what he meant.
- Claim against Potelco for leak repair reimbursement – Potelco refuses to pay so claim dropped.
- Before September flush: turn valves system wide.
- Booster #3 installed.
- Mag starter – cleaned and working.
- Pressure tank sensor at Guemes – waiting to hear from electrician.

USDA

Loan approved for 2.5 million – official letter on its way.

Next steps to move forward with the loan:

- Hire an engineer to oversee the projects.
- Per Darla, loan is based on Robert Bennion's PER Report – if this report changes, the USDA will need to be notified.
- Discussion: send approved PER to 4 engineers, interview interested engineers in public meeting, ask for proposal to oversee loan and projects, verify that they have worked with the USDA in the past, analyze credentials. Possible candidates:
 1. Pace Engineers
 2. David Evans
 3. Brian Osborn
 4. Davido Consulting
 5. Coffman Engineering
 6. Garrison Engineering

Commissioner Carr will set up the public, interview sessions.

Old Business/Pending

- Employee Handbook: Commissioner Mullins motioned to approve the Employee Handbook with accident incident report added. Seconded by Commissioner Carr. (*Motion carried, unanimously approved and passed.*)

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- Action Items:
 1. Next flushing: June 10 – notice will be mailed with water bills, signs will be placed at Mortland and Blakely, and an email sent.
 2. Arsenic test results – below current MCL. MCL may be lowered by the state – discussion needed to determine if the filter media should be replaced.
 3. Cottage Glen reservoir meter: \$250.00 – will be replaced by King Water.
 4. Fidalgo slide – still waiting to hear from Island County.
 5. Sandra will check with the reservoir cleaning divers from Utah for the cost to repair or replace the tank gauge on the Guemes reservoir.
 6. Transfer of Water Rights – Sandra to follow up.
 7. Slide area near well building – Commissioner Carr to schedule geologic inspection.
 8. Commissioner Carr will pass on the asset list to Sandra for additions and corrections.
 9. Ad to be placed for meter reader position.
 10. Meter reading options to be discussed and compared. Possibilities include remote read meters, small tablet to enter readings, and excel spreadsheet.
 11. Overflow cap at Guemes reservoir – Sandra will check on this.
 12. Land acknowledgement – Commissioner Lipoti will draft for possible inclusion at the start of each meeting.

New Business

- Ten-acre parcel on Blakely – has own well – owner has requested letter from SHWD that the district will not provide water to this parcel. This parcel is not in the SHWD service area. Approved motion in prior minutes states that hook-ups cannot be sold to properties outside the service area. Commissioner Mullins will draft and sign the denial letter.
- Golf cart will not be needed to read the water meters. Meter reader should be reimbursed for mileage.
- Commissioner Mullins motioned to approve Resolutions 2021 – 2, 2021 – 3, 2021 – 4, 2021 – 5, and 2021 – 6. Seconded by Commissioner Lipoti. (*Motion carried, unanimously approved and passed.*) Resolutions approved:
 1. 2021 – 2: Fund 718: change name from Reserve to Short Term Asset
 2. 2021 – 3: Quarterly transfer for \$10,000 from Operating to Short Term Asset
 3. 2021 – 4: Transfer of \$4,173.00 to Operating from Short Term Asset to reimburse for pump costs.
 4. 2021 – 5: Incurrence of Indebtedness for the USDA loan.
 5. 2021 – 6: Establish Construction Fund.

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Commissioner Mullins motioned to close the meeting at 8:45 PM.

Commissioner Carr seconded the motion. (*Motion carried, unanimously approved and passed*).

Commissioner Mullins, President

Jill Lipoti - Secretary

Commissioner Carr – V.P.

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