

SCATCHET HEAD WATER DISTRICT (SHWD)
ISLAND COUNTY WASHINGTON

Minutes for May 20, 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

COMMUNITY MEMBERS IN ATTENDANCE:

(Customers were invited to attend by Zoom through email.)
Loretta Collar

The meeting was called to order at 7:01 PM by Commissioner Mullins. Commissioner Lipoti opened the meeting with recital of the Land Acknowledgement (attached).

Commissioner Mullins motioned that the prior meeting minutes from the April 15, 2021 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 and Sandra from King Water Company gave the bookkeeper report. A motion was made by Commissioner Lipoti that Maintenance vouchers (05) - 1 through (05) – 11 in the amount of \$7,812.20 plus EFT vouchers (05) 1 and (05) 2 in the amount of \$583.77 for a total of \$8,395.97 be approved. Commissioner Mullins seconded the motion. (*Motion carried, unanimously approved and passed.*)

Financial reports were reviewed. Cash in the Operating Fund at April 30, 2021 was \$88,296.20, the Short Term Asset Fund was \$5,927.00 and the Emergency fund was \$101,012.26, of which \$99,000.00 is invested. The balance due on water bills was \$14,197.02, which includes past due accounts of \$13,298.79 (1 account for \$692.66 has been locked off, and three accounts for \$9,183.91 have had the meters removed or locked

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with liens filed). Brenda from King Water Company noted that the three funds are in separate companies in QuickBooks, and that she would like to combine them into one company in order to print one balance sheet to reflect all three funds. She noted that she had spoken with Serena at Heritage Bank regarding financial reports for the loan, and Serena agreed one balance sheet reflecting all funds, and a separate AR report from the billing software would suffice. Brenda mentioned that Island County is requiring a signature from the auditing officer before they will accept vouchers for payment processing. The commissioners discussed the best way to obtain the signature before the Thursday cut-off date. Auditing officers are currently Commissioner Mullins and Commissioner Carr.

Manager/Operations Report

Sandra reviewed the Monthly Operations Report with the Commissioners. Notes/questions from the monthly operations report (attached):

- Cottage Glen meter – does this read in gallons or cubic feet?
- Flushing: remove data from 2018 and 2019.

Arsenic results: 9 PPB (parts per billion), which is below MCL (maximum contaminant level) of 10 PPB. Results run higher when well 3 runs. Raw water samples will be taken at each well.

USDA

Loan approved (see attached letter). Commissioner Mullins spoke with Island County and Whidbey Island Bank representatives concerning draw requests:

1. Contractor will submit the draw request.
2. USDA will approve draw.
3. Whidbey Island Bank will wire transfer funds to Island County, then vouchers will be prepared to be signed by the commissioners.
4. Funds will be tracked in the Construction Fund.

The commissioners will sign a bond agreement that will be drafted by an attorney.

Old Business/Pending

Action Items:

1. Next flush: June 10, 2021. Notice will be mailed with the water bills, Brenda will send reminder email a couple of days before the flush, and signs will be posted.
2. Sandwich boards: Commissioner Carr received two free signs from the community club; they need lettering with the flush date/time info.
3. Arsenic: latest test shows levels below MCL.
4. Meter at Cottage Glen: installed.
5. Island County Fidalgo slide: no new news.
6. The Department of Ecology has completed the transfer of water rights.
7. Commissioner Carr is working to secure a date next week for the geological inspection of the slide area near the well building.
8. Asset List: Sandra will email the updated list to the commissioners.
9. Ad to hire meter reader was placed, and employee hired. King Water read meters with Bill Benshoof in May and will read meters in August with the new employee to show her the meter locations. Bill has resigned his position.

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10. Remote read meters: too expensive at this time. Commissioner Lipoti motioned to purchase a meter reading tablet for \$1,140.00. Seconded by Commissioner Mullins. King Water will order the tablet on behalf of the district.
11. Overflow cap on Guemes reservoir: old, not utilized, and currently capped.
12. Land Acknowledgement: Drafted by Commissioner Lipoti and will be read at the start of each commissioners meeting.
13. List of engineering firms as possible candidates to oversee the USDA loan projects was compiled. Deadline for submitting proposals should be extended from June 1 to July 1. Commissioner Lipoti motioned to extend the deadline for RFP's to July 1, and schedule site visits for June 9, 10, and 11 for engineers who are interested in the work and would like to see the water system. Commissioner Mullins seconded the motion. (*Motion carried, unanimously approved and passed.*) Commissioner Lipoti will compose an ad for publication in the local newspapers announcing the proposal request (attached), and Brenda will place the ad.

Scatchet Head Sewer District request for water meter readings for billing purposes: ok for the district to give meter readings to them at cost, but the sewer district is not ready to move forward and may not bill based on water usage after all.

New Business

Commissioner Carr is resigning his position as Commissioner as of May 27, 2021. Commissioner Lipoti read a tribute resolution (attached) thanking Commissioner Carr for his service. Commissioner Mullins nominated Loretta Collar to take Commissioner Carr's place. Seconded by Commissioner Lipoti. (*Motion carried, unanimously approved and passed.*) Commissioner Collar will be sworn in at the June commissioners meeting.

Meter removal request: Sergey Wellensky requested that his meter be removed for lot 4, division 11 (#1-11-04) on Maple Point Drive so that water billing will stop. He is aware that he will be required to pay the hook-up fee if ever a request is made to retore water to the property. Request approved.

Commissioner Mullins motioned to close the meeting at 8:05 PM. Commissioner Lipoti seconded the motion. (*Motion carried, unanimously approved and passed.*)

Commissioner Mullins, President

Jill Lipoti - Secretary

Commissioner Carr – V.P.