

**MACKAYE HARBOR WATER DISTRICT
BOARD OF COMMISSIONERS
MINUTES
December 18, 2017**

CALL TO ORDER

The Board of Commissioners for MacKaye Harbor Water District met in regular session on December 18 at the Lopez Island library meeting room. Chairman Olson called the meeting to order at 5:15 p.m. Present were commissioners Dean Anderson (by phone) and KC Jennings, manager Wayne Haeefe and clerk Helen Cosgrove.

REGULAR BUSINESS

A. Approval of November 20 Minutes

Olson moved, seconded by Jennings to approve the minutes for the November 20 meeting. The motion passed unanimously.

B. Approval of Vouchers and Payroll

Olson moved, seconded by Jennings to approve vouchers in the amount of \$3,042.23 and payroll in the amount of \$342.00. The claims contained an expense of \$946.00 to replace the meter at the Anderson residence. Jennings said if that was the cost to replace a meter, the District should rethink the number of meters it would replace in a year. Anderson thought there was additional work needed that increased the cost of the work. Haeefe confirmed that the entire unit basically needed to be rebuilt because it was not installed correctly the first time. Olson noted the incorrect installation might be found at other meter sites in the District. Olson called for the vote. The motion passed unanimously.

C. Financial Report

Cosgrove distributed the budget; reported there is \$25,000 In the fund, will come in under budget for revenue and expenses. Haeefe asked about the lower revenue amount. Cosgrove replied that was the result of one customer not paying their bill.

D. Managers' Report

Haeefe said he posted the October minutes on the website; wrote resolution for policies regarding late payment and disconnection from system; looked into the relay voltage in control system, traced the circuitry, all voltage comes from power supply at well panel, only place where pumphouse at the tank gets mixed up with that is the telephone wire with a 120 volt DC, coil goes through relay operated by the float system, in turn provides power to another relay that turns pumps on and off, could replace power supply with a similar one that provides the standard telephone system of 48 volts, found it was common a number of years ago in rural areas for the telephone to be either 100 or 120 volts, technicians would be aware of that situation, decided to leave it alone until it breaks. Jennings concurred.

Haeefe had spoken to Breslow about her water quality concerns but had not spoken to others affected with the same issues and sent e-mail to her regarding suggested solutions for her problems, will send

out letters to those also affected. Olson said it should go to everyone because there are a number of part time residents. Haele said those on the pressure side of the system won't have those problems. Jennings said that Olson wouldn't have that problem because the water aerates when it goes into the tank, he (Jennings) does have problems, he lets water run for a period to time in the lines they don't use frequently. Olson said he had also spoken to Breslow and she thought it would be a costly endeavor to repair the situation and that all customers should have the same quality of water and if they didn't maybe they should receive a reduction in charges. Jennings said he's lived in areas where there were water issues and not everyone has the same sensitivities. Haele said the obligation of the District is to provide safe reliable water at 30PSI to the meter. Olson said Breslow put a pressure pump in her system. Haele said he determined the different elevations and it is possible that there are people that are only getting 20PSI. Olson asked if installing a water filter or even using a Brita filter would minimize any odors. Haele noted that installing an RO filter under the sink would correct it, also. Anderson suggested a product called Zero One which is a newer product. Olson will contact Breslow and ask that she try a filtering system.

Haele further investigated a fire fill up station, it would cause pressure issues in the systems, however another possibility exists - they have common area at Salmon Point and there is ample room to build a fire suppression tank with a standpipe that is made with a float that would refill from the system and it would not affect the pressure in the rest of the system; the tank should hold 2,500 to 5,000 gallons at a minimum, made from polyethylene; we make sure the fire department is happy with the solution. Jennings said he is concerned about how to pay for the improvements, need to look at hookup costs, this is a capital investment; ask members if they would support a bond to fund the project. Olson suggested a surcharge for a fire suppression system. Haele said the project cost would be about \$10,000; propose to Salmon Point residents they grant the District an easement to locate the fire suppression tank on common are. Olson suggested to maybe put out a call for donations. Cosgrove asked if it would also decrease the cost of homeowners' insurance. Jennings said that it would; suggested approaching county disaster office and asking for federal funds.

Cosgrove suggested submitting an application for the SJC Public Facilities Financing Program. Olson suggested talking with fire marshal for his agreement, send letter to customers explaining what the District is considering and giving options of financing. Anderson said there is always the possibility of fire, it would be a good thing to proceed with and others in the area would also benefit. Jennings thought it would have to go through planning. Haele didn't think a building permit would be needed, maybe a shoreline or land use permit may be required, could get an administrative decision on the land use.

Haele posted a notice on the website advising anyone who plans to develop their land, to please contact the district. Haele said he had not done something completely when he signed up for locates; made the corrections and called in a locate; Arnott was the only one who received it, contacted the company and asked that they include Haele as a contact for locates. Went down to see if the markings had been made as a result of the call for a locate, the water district's markings weren't there, that is a serious problem. Will contact Arnott to determine why it wasn't done, if not interested then

sign up for a locate service. Got an e-mail address for Anderson, gave him the details on how to connect to it.

Commissioners Reports

None

E. Personal Appearances

None

F. Commissioners Additions to the Agenda

Olson said on PBS Saturday, they had part of a segment regarding water contamination issues, one of them was about 1,4-dioxane, a type of ether; used in cosmetics, as a solvent and in detergent, it is a carcinogen; probably not here but should it be tested for, what might the cost be? Haefele said he would look to see if DOH has it on the list of chemicals, will contact Edge to see if they have a test for it. Jennings asked if it was more often found around factories. Olson replied yes. The other segment was about pharmaceuticals in water.

UNFINISHED BUSINESS

A. Customer Concerns

Discussed earlier.

B. Late Fees and Termination of Service for Delinquent Customers

Haefele said that Cosgrove had requested clarification of the timing of when late fees were going to be assessed. Cosgrove asked if both a 10% late fee and 12% interest were going to be charged. Haefele said there would only be 10% assessed once after 30 days had passed and that 1% per month could be assessed and compounded. Olson said that after 6 months the customer's water service would be shut off. Jennings asked if it's clear in the policy that once disconnected and they want to return, there may not be a share available. Olson felt that it was clear in the policy and it said availability. Cosgrove read item #8 which covered that issue. Cosgrove then asked about delinquencies, the invoices don't always get sent on the 1st of the month because the meter reading isn't always ready on that date, does the late fee start as of the date the invoices were sent out? Haefele said the payment deadline is 30 days after the invoice goes out. Cosgrove then asked if at 30 days they become long term delinquent. Haefele said they became late 30 days after the billing, then 10% fee is assessed; at the next billing cycle, they then have 30 days to pay, if they don't, they then become long term delinquent; they will be notified at that time that they are at risk of losing their connection.

Cosgrove asked about the lien. Haefele pointed to the reference of certificate of delinquency which is the same as a lien. Cosgrove asked that lien be put in parentheses after certificate of delinquency. It is filed at the time the meter is pulled. They have one full year before the meter is removed. Cosgrove to send out monthly statements with properly assessed fees. Cosgrove asked if the 1% was billed along with the 10% fee at the beginning of the first 30-day period. Haefele will confirm when the 1% begins. Cosgrove and Haefele to meet to review and confirm the proper time frame for assessing the fees.

NEW BUSINESS

A.

ADJOURNMENT

There being no further business, the meeting adjourned at 6:38 p.m.

Commissioner

District Clerk