

**MACKAYE HARBOR WATER DISTRICT
BOARD OF COMMISSIONERS
MINUTES
February 18, 2019**

CALL TO ORDER

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

REGULAR BUSINESS

A. Approval of January 21 Minutes

Anderson moved, seconded by Jennings to approve the minutes of the January 21 minutes as presented. The motion passed unanimously.

B. Approval of Vouchers and Payroll

Cosgrove distributed the claims payment request form, additional expense included quarterly payment to county. Jennings moved, seconded by Olson to approve payment from the general fund vouchers in the amount of \$2,558.28 and payroll in the amount of \$384.00. The motion passed unanimously.

C. Financial Report

Cosgrove distributed the fund report. Reported billing out \$31,634 the first of January and have received \$27,043 in payments; sent out late notices to 8 customers; moved \$15,000 into the investment pool, \$41,500 in the investment pool and \$7,800 in the fund.

D. Managers' Report

Haefele reported the web postings were done.

Reported working on the small water system planning update; Roe had quite a few items that can be used but not everything on the checklist from DOE; have system history, inventory, coliform testing but don't have information for several items such as basic planning data, system analysis ,water use efficiency etc.; some items just need to have a narrative added, others need to be completely written up; this will require an extensive amount of work; completion will allow the District to apply for additional hook-ups.

Priorities need to be established; have already established a means of financial stability; need to prioritize what needs to be fixed right now such as reducing leakage which would provide more water capacity in real terms; suggested reading the small water system management guide for information on requirements.

Hafele reported that there is a fairly constant difference in what is pumped and what is used; the water loss is approximately 25,000 gallons per month since January, 2018. Olson asked about locating a leak; being able to isolate segments of the system to determine a leak would be useful. Hafele suggested planning shut downs in parts of the system to isolate the leakage. Olson concurred with putting valves in to isolate segments of the system for testing. Hafele will inquire about equipment that will locate leaks. Need to bring A & A into this conversation about detecting leaks.

Hafele said at the last meeting, rates were discussed along with the Eastsound study and if they implemented the rate plan and yes, they had, the manager was pleased with the change; they also do not track Airbnb and other such entities because the plan is revenue neutral; shifted the burden of high water use to high users. After the conversation, Hafele felt their approach was a good one, fair in billing structure and successful in reducing water usage.

Olson said he reviewed Eastsound's conditions of service and governing use of supply; noted items that may be applied to the MHWD. Jennings said ESWUA posts notice of board policy and gives chance for customers to comment. Olson said a public meeting would have to be held if there is a change in the billing structure to allow customers comment. Jennings said that transparency is important to him and customers should be apprised of what is occurring. Discussion will continue at a later date, focus needs to be on the physical part of the system.

E. Commissioners Reports

Olson reported that he found a leak at Barlow's Landing dock; couldn't locate the leak because of the amount of water flowing from the leak. Arnott was contacted to fix the leak.

F. Public Comment

None

G. Commissioners Additions to the Agenda

None

UNFINISHED BUSINESS

A.

NEW BUSINESS

A.

ADJOURNMENT

There being no further business Anderson moved, seconded by Olson to adjourn the meeting at 6:17 p.m.

Commissioner – San Olson

District Clerk – Helen Cosgrove