

**MACKAYE HARBOR WATER DISTRICT  
BOARD OF COMMISSIONERS  
MINUTES  
April 20, 2022**

**CALL TO ORDER**

The Board of Commissioners for MacKaye Harbor Water District met on April 20<sup>th</sup> 2022 at the residence of San Olson. Chairman Olson called the meeting to order at 5:30 p.m. Present were commissioners San Olson, KC Jennings, and Walt Krumbholz; manager Wayne Haefele via telephone; clerk Alice Haefele; and guest Linda Noreen.

**REGULAR BUSINESS**

**D. Manager's Report**

The Manager's Report was addressed first due to W. Haefele's limited availability via phone. He reported that the Charter easement would be sent this week; they had waited for OPALCO's changes before signing. He also stated that he had updated and re-uploaded the environmental report to the USDA application and O'Connor had forwarded it to the review board; he had sent the revised engineering report to O'Connor and she had replied with feedback; he will need to collaborate with A. Haefele on finishing the application because some of the requested information relates to budget.

W. Haefele noted that one missing item on the agenda for the current meeting was the proposed procurement policy he had written up. A. Haefele agreed that she would include the policy on the agenda for the next meeting.

Olson stated that he would like to develop a projects board for the proposed projects which should include a timeline and steps needed for completion; W. Haefele volunteered that this was called a "critical path schedule" and that permitting would be a major component; engaging an archeological consultant, and completing a cultural resources study would be critical for getting the appropriate permits for the work. W. Haefele stated that he would not have time to provide the engineering support for all of these projects and that outside consultants would need to be hired. Olson asked if W. Haefele would at least be able to provide scope of project information; W. Haefele said he would and that he has contacts for small firms that would be appropriate for MHWD to work with.

Jennings asked if the cultural study that was done by OPALCO had tuned out not to be good enough; W. Haefele responded that it was sufficient for the Agate Beach project but that we would to hire to have reports done for any/all of the other projects on our list.

Jennings asked if OPALCO would be a good resource for contacts to do environmental work; W. Haefele responded that OPALCO uses Stacy Blumbag who is an archeologist that works for a big firm; her guidance to Fish Bay Sewer District was pushing their costs up into the unachievable range, so they sought out other firms that gave better responses for their needs; given this intel, Fish Bay Sewer District may be a better resource; W. Haefele said he intended to reach out to them to request their contacts.

Jennings suggested W. Haefele may want to talk to Shannon Wilbur with the County as well because they were using a young woman from Shaw or possibly Orcas; W. Haefele said he would; he also stated that once

we have developed a list of professionals, we need to ask them to join our roster so that we are able to select them.

Olson asked if there was any news from Rock Island about their proposed share of the Agate Beach Project; W. Haefele said no but that he would call them to check in about it.

Olson asked what more needs to be done for O'Connor; W. Haefele said he has one more revision to do.

W. Haefele asked if there was any further information on the EPA funding; A. Haefele responded that despite being in contact with Sean Connell from Representative Larsen's office, they have not been able to provide any information on a contact or next steps; Olson stated that he was concerned about an expiration date on the funds; A. Haefele said that she had asked Connell about this and replied that he was not aware of expiration date and would look into it for us.

W. Haefele left the conversation.

Krumbholz suggested that we could call the EPA Clean Water Group ourselves, but that he doesn't want to overstep with Larsen's office since they said they would be making the introduction; Olson said we should demand a contact of Sean; A. Haefele will provide Krumbholz with Sean Connell's contact information so that he can reach out and try to make further progress since A. Haefele has already called multiple times. Krumbholz reported that Cashmere bank will be happy to talk to the EPA on our behalf once we have a contact; there isn't much we can do until then; knowing that there is a bank already willing to work with us will be helpful; he also spoke with Savi bank because we will want to show that we considered multiple banks.

Olson requested that everyone be prepared to meet earlier than the next regular meeting in case we get EPA funding information.

#### A. Approval of April 20 Minutes

Olson asked if there were additional corrections or suggestions; none were presented; the April 20 minutes were approved unanimously

#### B. Approval of Vouchers and Payroll

A. Haefele distributed the claims payment request forms and the payroll form; she noted that there were two claim forms because she had done an early claim in order to accommodate CenturyLink's early due date; she also noted that she had added an extra hour each for Krumbholz and Olson per their request. Payroll was unanimously approved in the amount of \$469.33.

Olson requested further feedback on how the issue with late utility payments due to the County AP weeks will be handled; A. Haefele responded that she had looked ahead at the AP calendar for 2022 and determined that May, Aug, Oct, and Nov would be the months where there may be an issue; her plan is to pay the CenturyLink bill on an early claim form in advance of the meeting; OPALCO will be paid on either an early claim form if the statements are out on time, or the specified penalty amount will be paid if the check may arrive after the due date; OPALCO will credit the extra amount if the payment ends up arriving on time; she noted that this was the case for the last OPALCO payment that was made. She stated that other county organizations are having trouble paying utilities on time as well, according the email string, others have remedied the issue by allowing their clerks to submit claims prior to approval; Cosgrove had already said this was ok to do; the commissioners unanimously agreed that A. Haefele is authorized to make early payments.

The claims payment requests were unanimously approved in the amounts of \$3,553.69 and \$254.35

C. Financial Report

A. Haefele distributed the general fund report; she noted that there were no current deposits in the revenue section of the April budget because the last deposit was made in March and was therefore reconciled with the March budget to match the County's reports; the deposits since the last meeting were in the amount of \$1862.46; all payments for January billing have arrived except for one and several late-fee invoices. A.

Haefele said she had called the customer to provide the payment amount and request the check; she noted that this customer is having some health difficulties that may prevent them from following through.

A. Haefele reported that the commissioner wages was slightly more than usual because of the two added hours; total expenditures for the month was \$4,314.81; cash balance at \$18,029.91, and there is still \$25,000 in the investment pool; no big changes or items of note.

A. Haefele also said that she had created the invoice and wrote the request for Barlow's Landing to reimburse the A&A Well Drilling invoice for cost of installing backflow prevention; she also spoke with the County to see how to deposit it and determined that it needs to go under the proper BARS code for reimbursements from a prior fiscal year which will be in the revenue section.

Olson asked about showing the \$25,000 in the investment pool as the "cushion" needed for the USDA application; A. Haefele reported that she had already submitted all of our budget information in the USDA application several months ago but that she will have to re-do it because it needs to be current; she will wait until we are close to resolving all other questions in the application so that it won't need to be done a third time.

Krumbholz stated that he had asked W. Haefele to send him the documents for what was originally submitted in the EPA loan request in 2020; Olson said that all estimates to date are likely out of date in terms of labor and materials and will need to be updated; Krumbholz agreed. Olson asked if we are stuck with the \$870k as a ceiling; Krumbholz confirmed yes, we can likely move the allocation around between the projects but that this will be the total cap on funds; Jennings said we will need to prioritize the projects.

D. Manager's Report

See above.

E. Commissioners Reports

None

F. Public Comment

Noreen suggested paper sheets on an easel for use in mapping out the project time-line.

G. Commissioners Additions to the Agenda

None.

UNFINISHED BUSINESS

A. Financing for Agate Beach Lane Project:

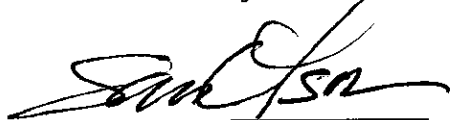
Olson stated we have no information yet from the EPA. Krumbholz said he will call Sean Connell and stated that if the funding is a loan, we will do less; if the funding is a grant, we will do all we can within the budget. More information is needed in order to discuss further action.

NEW BUSINESS

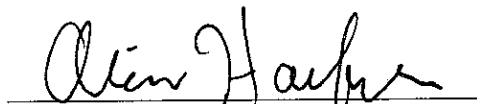
None.

ADJOURNMENT

Olson declared adjournment. The meeting was adjourned at 6:25 p.m.



Commissioner - San Olson



District Clerk - Alice Haefele