

**MACKAYE HARBOR WATER DISTRICT
BOARD OF COMMISSIONERS
MINUTES
January 20, 2025**

CALL TO ORDER

The Board of Commissioners for MacKaye Harbor Water District met on January 20th, 2025, at the residence of San Olson – 481 Barlow Bay Rd; San Olson called the meeting to order at 1:08 p.m. and confirmed a quorum; present were commissioners Walt Krumbholz (by phone), San Olson, and Scott Allen (by phone); manager Wayne Haeefe; and clerk Alice Faulkner.

REGULAR BUSINESS

A. Approval of December 16 and December 17 Minutes

Approval of the December 16 and 17 minutes was postponed until the February regular meeting. Faulkner explained that she had not had time to complete them with all the additional end of year financial tasks.

B. Approval of Vouchers and Payroll

Faulkner distributed the January payroll; no corrections were requested; Krumbholz moved to approve the payroll as presented, Allen seconded; the January payroll was approved in the amount of \$469.33.

Faulkner distributed the January 14, 2025 13th Month claims form; no corrections were voiced; Olson moved to approve the claims as presented; Allen seconded; the 13th Month claims were unanimously approved in the amount of \$5,583.78.

apChkLst
01/21/2025 12:56:24PM

Final Check List
San Juan County

Page: 1

Bank : apbank BANNER BANK								
Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
287931	1/21/2025	cen480	CENTURYLINK / LUMEN	300497055	1/6/2025	TELEPHONE	93.04	93.04
287932	1/21/2025	jon600	JONSON & JONSON, PS	38408	1/3/2025	LEGAL ADVICE	770.00	770.00
287933	1/21/2025	orc830	OPALCO	9561700	1/14/2025	ELECTRICITY	130.00	
				9561701	1/14/2025	ELECTRICITY	120.00	250.00
287934	1/21/2025	san180	SAN JUAN COUNTY	3944	12/31/2024	SJC PROCESSING FEES	420.85	420.85
287935	1/21/2025	sou125	SOUND PUBLISHING, INC	JS,J1005813	12/4/2024	LEGAL AD-AFFIDAVIT	68.44	68.44
287936	1/21/2025	sou200	SOUND PUBLISHING, INC	81584265	12/31/2024	BUDGET ADVERTS	372.60	372.60
287937	1/21/2025	tru002	TRUE BLOOM COOPERATIVE	1449	1/13/2025	BOOKKEEPING	1,858.85	1,858.85
287938	1/21/2025	way102	WAYNE HAEFELE & ASSOCI	921	1/1/2025	MANAGER	1,750.00	1,750.00
Sub total for BANNER BANK:							5,583.78	

Faulkner distributed the January 14, 2025 13th Month claim form for Department of Revenue tax; no corrections were voiced; Olson moved to approve the claims as presented; Allen seconded; the 13th Month DOR claim form was unanimously approved in the amount of \$3,722.80.

Bank : apbank BANNER BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
601142501	1/14/2025	sta896	WASHINGTON STATE	603572778	12/31/2024	PUBLIC UTILITY TAX	3,722.80
Sub total for BANNER BANK:							3,722.80

Faulkner presented the January 7, 2025 claim form for payment of WH&A’s November time spent on Phase 2 Design; funds to cover this claim was received from the EPA Grant in Draw #15; the commissioners unanimously approved the claim totaling \$1,361.25.

Bank : apbank BANNER BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
287527	1/7/2025	way102	WAYNE HAEFELE & ASSOCI/ 913	12/1/2024	PHASE 2 DESIGN	1,361.25	1,361.25
Sub total for BANNER BANK:							1,361.25

Faulkner presented the January 20, 2025 claim form for payment of OPALCO’s portion of Mike Carlson Enterprise’s Retainage in the amount of \$5,330.73; funds to cover these claims were received from OPALCO; the commissioners unanimously approved the claim.

Bank : apbank BANNER BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
287941	1/22/2025	car108	MIKE CARLSON ENTERPRIS 35356-2	10/23/2024	PHASE 1 RETAINAGE	5,330.73	5,330.73
Sub total for BANNER BANK:							5,330.73

Total approved claims totaled \$15,998.56.

C. Financial Report

Faulkner presented the end of year December 2024 budget (including 13th month claims) and the January 2025 budget and explained the status of MHWD funds; \$8,025.73 revenue had come in in January from EPA and OPALCO, but \$6,691.98 of that went directly back out to pay for EPA grant related Water System Improvement bills; \$8000 was moved from the investment pool into the general fund in order to cover 13th month claims; this left \$2,000 remaining in the investment pool and \$3,363.80 in the general fund after 13th month and January expenses.

Faulkner recommended several invoices to be paid in February after receipt of January billings revenue and the first PFFAP reimbursement; the commissioners agreed.

D. Manager’s Report

Haefele reported the following:

- A pressure regulator had been installed for a customer that had too low of pressure.

- Arnott had received a DOH violation notice for the lead service line survey; MHWD was not the only water system on Lopez that had received this notice; Haefele said he had determined how to gather the information required and that the response to DOH is in progress.
- He had inquired at the County Courthouse regarding the old generator trailer title; they told him that he could go ahead and sign as manager for the sale; the commissioners instructed him to post the generator and trailer for sale OBO with his best guess at a reasonable price.
- He and Allen had attended a call with the company that provides website support to Districts; it would be \$500 setup fee and \$100/m ongoing; Allen said he thought it was a good value, boiler plate contract, and it would be easier to post info and ensure compliance; Krumbholz agreed and felt it was needed especially considering the likelihood of enlarged customer interest due to increased billing rates; It was decided to discuss the topic further at the next meeting; no official decision was made.

E. Commissioners Reports

None.

F. Public Comment

None.

G. Commissioners Additions to the Agenda

Olson reported having lost access to his MHWD emails; he had hired assistance and was able to fix the issue.

UNFINISHED BUSINESS

A. EPA Grant

Faulkner presented the documentation for approval of EPA Draw #16 in the amount of \$3,753.75 for WH&A and True Bloom Cooperative December hours; EPA Draw#16 was unanimously approved to submit to EPA.

Faulkner presented the documentation for approval of EPA Draw #17 in the amount of \$945.00 for Law Offices of Jonson & Jonson legal counsel; EPA Draw#17 was unanimously approved to submit to EPA.

Haefele confirmed that he is still working on design for Phase 2; Olson confirmed that negotiations with Salmon Point Community Association had come to a resolution and that SPCA would be signing finalized easement and agreement documents.

B. Discuss PFFAP Grant Reimbursements

Faulkner presented the documentation for submitting the first reimbursement request against the SJC PFFAP grant; the commissioners unanimously approved the documents as presented in the amount of \$15,114.09 for expenses related to the installation of the generator at Salmon Point; Faulkner agreed to submit them to the County.

C. Updates on SJC Transition Progress

Faulkner gave a brief update on progress with the SJC transition.

NEW BUSINESS

A. Discuss and approve 2025 base charge based on finalized budget

Faulkner reported the updated base fee calculation per billing based on the approved 2025 budget as \$779.78 per customer; she requested approval of this new fee for the January 2025 billings which she would send out to customers as soon as possible; the new base fee was unanimously approved by all commissioners.

B. Discuss and approve January 2025 Customer Letter

Olson presented the January 2025 Customer Letter which he had updated to include the news that an agreement had finally been reached with SPCA; Krumbholz made three suggestions for changes to the wording; after some discussion, the changes were accepted, and the letter was unanimously approved by all commissioners; Faulkner agreed to send the letter out with the January billings.

ADJOURNMENT

Olson declared the meeting adjourned at 2:39 p.m.

Commissioner – San Olson

District Clerk – Alice Faulkner