

**Startup Water District**  
**Regular Meeting Minutes**  
**December 7, 2017**

Commissioner Kate Roesler called the Regular meeting of the Startup Water District Commissioners to order at 6:00 p.m. Thursday, December 7, 2017.

**Commissioners and others present:**

**Startup Water:**

Kate Roesler            Matt Wood  
Renette Villella  
Jaycee DeWees  
Nick Sanders

**Community:**

**Oath of Office** - Kate administered the Oath of Office to Jaycee and Renette. Jaycee was elected to a 4-year unexpired term and Renette was elected to a 6-year term.

**Matt - Report** -

- **pH Adjustment - update** - Lead and Copper tests are back, all tests came back as ND - non-detectable . Matt has flushed the distribution lines from the well to the office. He will continue until the whole system has been flushed.
- **Chlorine Pump** - Need new pump, the old one is not adequate in case of emergencies. Will cost approx. \$1,000.00. The Commissioner's approved by a vote of 3-0.
- **Herbicide Report** - The Herbicide test done at the request of Inessa Pierce, Svena, came back ND (nondetected). See 10/12/2017 minutes. The test was conducted to see if aerial spraying of herbicides had leached into the water system. Nick will put the report online. No further testing is contemplated at this time.
- **Calcite Contactor** - Matt will look into the cost of scrapping the old Calcite Contactor

**Draft Water System Plan** (WSP) - The Commissioners, Nick and Matt have had a chance to review the draft WSP dated November 2017. The Commissioners hereby approve the draft Water System Plan subject to the review and/or comments from the WA Dept. of Health and Snohomish County. Jaycee brought forward the motion to approve, Renette seconded, the motion passed 3-0.

**pH Treatment Cost** - Total cost to switch over from calcite to caustic soda as the treatment method to raise pH in the system cost \$41,594.00, budgeted amount was \$45,845. The cost will come out of the Capital Reserve Fund. Nick is to transfer \$41,594.00 to the maintenance fund. Motion passed 3-0.

**Budget 2018** - The 2018 budget was presented to the commissioners. The budget shows \$12,141.00, roughly 6% of income, going into the operating reserves. The 2018 budget does not show a rate increase, the last rate increase was in March 2013. Renette brought forward a motion to accept the 2018 Budget, Jaycee seconded, the motion passed 3-0.

**2018 County Signatures** Nick and the Commissioners signed the 2018 County Signature Authorization Form.

**Online Banking** - Nick has signed SWD up for online Banking with Coastal Community Bank.

This will facilitate doing money transfers between the County and SWD.

**Minutes** - Minutes for the 11/09/17 meeting were approved by a 3-0 vote.

**Bank Reconciliation** - Will wait till next month.

**Vouchers** - Signed Vouchers for \$14,908.53

**Payroll** - signed December payroll for \$3,076.00

**Executive Session** - None

**Next Meeting** - 1/11/2018 at 6:00 pm

This Regular Meeting of the Startup Water District was adjourned at 7:15 p.m.

Prepared by: Nick Sanders

Signed: [Signature]  
Commissioner

**Startup Water District  
pH Treatment  
Caustic Soda Conversion**

<b>Vendor</b>	<b>Equipment</b>	<b>Budget</b>	<b>Actual</b>	<b>Difference</b>
Titan Electric	Electrical	\$5,000	\$3,275	-\$1,725
TMG	Components	\$21,100	\$16,106	-\$4,994
National Safety	Eye Wash	\$1,500	\$1,633	\$133
TMG	Scale	\$0	\$3,085	\$3,085
HB Jaeger	Piping	\$3,000	\$1,231	-\$1,769
Loew's, Other	Misc.	\$0	\$500	\$500
Sultan	Remove & Install	\$2,000	\$2,800	\$800
G&O	Engineers	\$13,245	\$12,964	-\$281
		<b>\$45,845</b>	<b>\$41,594</b>	<b>-\$4,251</b>

**Startup Water District  
Budget  
2018**

\$70/hookup

	<u>2018</u>	<u>Cost per Hook-up</u>
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
<b>Revenue</b>		
Water Revenue (1)	225,000.00	-72.12
<b>Total Revenue</b>	<u>225,000.00</u>	<u>-72.12</u>
Office redo	-10,000.00	
From Reserve (USDA)	10,000.00	
<b>Total Revenue</b>	<u>225,000.00</u>	<u>-72.12</u>
<b>Expense</b>		
<b>Payroll Tax Expense</b>		
L&I Expense -	200.00	0.06
<b>Total Payroll Tax Expense</b>	<u>200.00</u>	<u>0.06</u>
<b>Salaries/Wages Expense</b>		
Office Salaries Expense	33,000.00	10.58
Commissioner's Wages	7,000.00	2.24
<b>Total Salaries/Wages Expense</b>	<u>40,000.00</u>	<u>12.82</u>
Attorney Fees	4,000.00	1.28
Membership Dues	500.00	0.16
Website	1,000.00	0.32
Employee Education Expense	1,500.00	0.48
Maintenance Expense	48,000.00	15.38
Repairs Expense	6,000.00	1.92
Insurance Expense	6,000.00	1.92
Water Testing Expense	1,200.00	0.38
Office Rent Expense	1,200.00	0.38
License Expense	1,100.00	0.35
State Utility Tax Expense	12,000.00	3.85
Misc. Services/fees Expense	1,000.00	0.32
Office Supplies Expense	2,000.00	0.64
Software Expense	600.00	0.19
Postage Expense	1,400.00	0.45
Mileage Reimbursement Expense	1,000.00	0.32
<b>Utilities Expense</b>		
Internet	1,000.00	0.32
Electricity Expense	8,500.00	2.72
Telephone Expense	2,000.00	0.64
<b>Total Utilities Expense</b>	<u>11,500.00</u>	
<b>Total Expense</b>	<u>140,200.00</u>	<u>44.94</u>

	<u>2018</u>	<u>Cost per Hook-up</u>
Income From operations	84,800.00	
Payments (prin. & int)		
USDA Payment	49,140.00	15.75
PWTF #1	3,330.00	1.07
PWTF #2	2,521.00	0.81
PWTF Emergency	1,504.00	0.48
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Total Payments	56,495.00	18.11
Reserves		
USDA required reserve - Loan Pmt	4,914.00	1.58
USDA required reserve - maintenance	6,250.00	2.00
Water System Plan	5,000.00	1.60
Operating Reserve	12,141.00	3.89
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Total Reserves	28,305.00	9.07
Total Payments and Reserves	84,800.00	27.18
Total Expenses, Payments & Reserves	<hr/>	72.12
Revenues - Expenses		0.00

- (1) Wallace park 66 connections
- (2) Rate Based on 260 Total Connections

*Pat Rawley*