

# MACKAYE HARBOR WATER DISTRICT BOARD OF COMMISSIONERS MINUTES

REGULAR MEETING - JANUARY 19, 2026

---

Date: January 19, 2026

Time: 1:00 PM

Meeting called to order by: SAN OLSON

---

## CALL TO ORDER

The Board of Commissioners for MacKaye Harbor Water District met on January 19<sup>th</sup>, 2025, at the residence of San Olson - 481 Barlow Bay Rd; San Olson called the meeting to order at 1:01 p.m. and confirmed a quorum.

## IN ATTENDANCE

Present were commissioners San Olson, Walt Krumbholz (by phone), and Scott Allen; manager Wayne Haefele; and clerk Alice Faulkner.

## REGULAR BUSINESS

### Approval of Minutes

The November 17 and December 08, 2025 meeting minutes were unanimously approved as presented.

### Approval of Vouchers and Payroll

Faulkner distributed the January payroll; no corrections were requested; the payroll was unanimously approved in the amount of \$384.00 for a total payroll cost of \$646.31.

Current Payroll Tax Liabilities		*** To-Date Tax Liabilities (Please Read) ***	
<b>Basic Company Information</b>		<b>Payroll Dates</b>	
MacKaye Harbor Water District PO Box 372 Lopez Island, WA 98261		Check Date: 01/30/26 (1) Period Start Date: 01/01/26 (1) Period End Date: 01/31/26	
Company No: 25007		Federal Deposit Freq.: SEMI-WEEKLY Federal Deposit Method: Total Tax	
		<b>Payroll Statistics</b>	
		No. of PR Checks: 0	Total Check Net: \$348.27
		No. of Misc Checks: 0	Total Misc. Net: \$0.00
		No. of Tax Checks: 0	
		No. of Adj. Entries: 0	Total Adj. Net: \$0.00
		No. of Void Entries: 0	Total Void Net: \$0.00
		No. of DD Vouchers: 3	Total PR Net: \$348.27
		<b>Total PR Gross: \$384.00</b>	<b>Invoice Amt: \$231.35</b>

Federal Tax Section	
<b>Federal Tax Deposit Liability (941)</b>	<b>Total Unpaid 941 Liability -- DUE \$58.80</b>
Federal Withholding Tax \$0.00	<i>This amount will be withdrawn 1 day(s) before your checkdate The total withdrawal will be listed at the end of the report</i>
Earned Income Credit \$0.00	
Social Security (Employer Portion) \$23.82	
Social Security (Employee Portion) \$23.82	
Medicare (Employer Portion) \$5.58	
Medicare (Employee Portion) \$5.58	
Cobra Premium Assistance Credit \$0.00	
<b>Total PR Federal 941 Liability \$58.80</b>	
<b>Federal Unemployment Liability (940)</b>	<b>Quarter / Year : 1-2026 Tax Type: 941</b>
Federal Unemployment Tax (FUTA) \$0.00	
<b>Total PR Federal 940 Liability \$0.00</b>	

Washington Tax Section	
<b>Washington Long Term Care Liability</b>	
Washington Long Term Care Tax \$2.22	
<b>Total Washington PR LTC Liability \$2.22</b>	
<b>Washington Disability/FLI Liability</b>	
State Disability Tax (SDI - Emp'ee Portion) \$1.02	
State FLI Tax (FLI - Emp'ee Portion) \$2.10	
<b>Total WA PR SDI/FLI Liability \$3.12</b>	
<b>Washington Workers' Compensation Liability</b>	
Labor & Industry Tax (L&I Emp'ee Portion) \$0.99	
Labor & Industry Tax (L&I Emp'er Portion) \$1.56	
<b>Total WA PR WC Liability \$2.55</b>	
<b>Total Tax Deposit \$66.69</b>	<b>***** Total Bank Deposit: \$646.31</b>

Pay Period: Monthly 01/01/26 - 01/31/26	Check Date: 01/30/26
Co. No: 25007 MacKaye Harbor Water District	<b>PAYROLL LIABILITY REPORT</b>
	Payroll #: 13 Page: A - 1

Faulkner distributed the January claims and 13<sup>th</sup> month claims. All claims were unanimously approved for a total approved amount of \$32,191.29.

apChkLst Final Check List Page: 1  
01/07/2026 7:50:39AM San Juan County

Bank : apbank BANNER BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
295900	1/7/2026	j00232	A&A WELL DRILLING, INC 5076	10/1/2025	REPAIRS & MAINTENANCE	12,534.97	12,534.97
295901	1/7/2026	j00239	HARBOR PROPANE, LLC 48749	11/21/2025	PROPANE	1,188.79	1,188.79
295902	1/7/2026	way102	WAYNE HAEFELE & ASSOCI. 981	11/2/2025	PHASE 2 DRAW26	8,662.50	8,662.50
<b>Sub total for BANNER BANK:</b>							<b>22,386.26</b>

apChkLst Final Check List Page: 1  
01/20/2026 12:09:35PM San Juan County

Bank : apbank BANNER BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
601202602	1/20/2026	sta896	WASHINGTON STATE 603-572-778	12/31/2025	PUBLIC UTILITY TAX	5,263.77	5,263.77
<b>Sub total for BANNER BANK:</b>							<b>5,263.77</b>

Bank code: apbank

Check #	Date	Vendor	Status	Clear/Void Date	Invoice	Inv. Date	Amount Paid	Check Total
296410	01/28/2026	cen480 CENTURYLINK / LUMEN			300497055	01/06/2026	100.83	100.83
296411	01/28/2026	orc830 OPALCO			9561700 9561701	01/16/2026 01/15/2026	125.38 115.89	241.27
296412	01/28/2026	san180 SAN JUAN COUNTY			4040	12/31/2025	59.20	59.20
296413	01/28/2026	san125 SAN JUAN COUNTY TREASUF			GENE25-23	01/08/2026	321.97	321.97
296414	01/28/2026	j00211 STREAMLINE SOFTWARE, INC			W93H4PS4-0010	01/01/2026	216.70	216.70
296415	01/28/2026	j00155 TRUE BLOOM COOPERATIVE			1513	01/01/2026	1,722.22	1,722.22
296416	01/28/2026	j00293 WA ASSN OF SEWER AND WA			1791	11/24/2025	129.07	129.07
296417	01/28/2026	way102 WAYNE HAEFELE & ASSOCIA			987	01/01/2026	1,750.00	1,750.00
<b>apbank Total:</b>								<b>4,541.26</b>
<b>Total Checks:</b>								<b>4,541.26</b>

8 checks in this report

### Financial Report

Faulkner presented the final 2025 Budget and the January 2026 Budget and explained the status of MHWD funds; she stated that she had been able to submit all PFFAP related invoices before the end of the year and receive reimbursement; the PFFAP grant funds were within several hundred dollars of being fully used; after all 13<sup>th</sup> month claims were accounted for, MHWD had ended the 2025 year with \$3,277.20 in the general fund and \$2,000.00 in the investment pool; she reported that \$8,950.50 had been received from the EPA grant and recorded in 2026, noting that the corresponding payment to WH&A had been recorded as a 2025 expense; with only payroll costs recorded as expenses in 2026, the general fund balance for the period came to \$13,015.51 with \$2,000.00 in the investment pool.

### Manager's Report

Haefele reported no unusual activity for the system per Arnott; progress on the PFFAP related work at the well site was still underway; the propane tank was set and filled; the generator was in place; Well #1 new lining was completed, disinfected and tested; Arnott would be lining Well #2 as soon as possible.

Allen mentioned that he had noticed leaning trees at the well site and expressed concern that they may eventually fall and damage the new equipment; Haefele agreed that he would look and assess.

Haefele reported that a customer had called him about standing water in their meter box; he had determined this was normal and advised the customer that as long as the water pressure was ok, it would not be an issue.

The subject of a buy back policy regarding standby connection was brought up; Haefele confirmed that MHWD did not currently have a policy on this.

Haefele said that he had cleaned up the generator and trailer for auction and installed the new tires; he is ready to bring it to the next auction.

### Commissioner's Reports

None

## Public Comment

None

## Commissioners' Additions to the Agenda

None

## **UNFINISHED BUSINESS**

### Discuss EPA Grant

It was unanimously approved that Faulkner would submit for an extension of the Phase 1 EPA budget so that draws could be submitted against it until the Phase 2 Budget was approved; Haefele reported that he needed to do the electrical drawings before the project could go out to bid; he also said that he needs to respond to the questions that DOH had sent in regard to the submitted plans.

### Discuss Progress on Projects Under PFFAP Grant

See progress reported under Manager's Report; see grant financial status in Financial Report.

## **NEW BUSINESS**

### Commissioner Workshop

Allen presented his intention to attend a Commissioner Workshop in Lynwood and requested that his fees and travel costs be reimbursed; reimbursement of these costs was unanimously approved.

## **ADJOURNMENT**

Olson declared the meeting adjourned at 2:04 PM.

## **APPROVAL OF MINUTES**

---

Commissioner, San Olson

---

District Clerk, Alice Faulkner