

MACKAYE HARBOR WATER DISTRICT BOARD OF COMMISSIONERS MINUTES

REGULAR MEETING - JUNE 16, 2025

Date: June 16, 2025

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 June 16th, 2025, at the residence of San Olson - 481 Barlow Bay Rd; San Olson called the meeting to order at 1:05 p.m. and confirmed a quorum.

IN ATTENDANCE

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

REGULAR BUSINESS

Approval of Minutes

Faulkner provided copies of the minutes from the May regular meeting; Olson moved to approve the minutes with no corrections; Allen seconded; the May 19 minutes were unanimously approved.

Approval of Vouchers and Payroll

Faulkner distributed the June payroll; no corrections were requested; Allen moved to approve the payroll as presented, Krumbholz seconded; the June payroll was unanimously approved in the amount of \$640.00 for a total payroll cost of \$788.27.

apChkLst
07/01/2025 12:42:46PM

Final Check List
San Juan County

Page: 1

Bank : apbank BANNER BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
607012511	7/1/2025	mac666	MACKAYE HARBOR WATER Payroll EFT	7/1/2025	MKYE HARBOR JUNE PAYROLL E	788.27	788.27
Sub total for BANNER BANK:							788.27

Current Payroll Tax Liabilities		*** To-Date Tax Liabilities (Please Read) ***	
Basic Company Information MacKaye Harbor Water District PO Box 372 Lopez Island, WA 98261 Company No: 25007		Payroll Dates Check Date: 06/30/25 (1) Period Start Date: 06/01/25 (1) Period End Date: 06/30/25 Federal Deposit Freq.: SEMI-WEEKLY Federal Deposit Method: Total Tax	
		Payroll Statistics	
		No. of PR Checks: 0	Total Check Net: \$581.60
		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: \$581.60
		Total PR Gross: \$640.00	Invoice Amt: \$97.00

Federal Tax Section	
Federal Tax Deposit Liability (941) Federal Withholding Tax \$0.00 Earned Income Credit \$0.00 Social Security (Employer Portion) \$39.67 Social Security (Employee Portion) \$39.67 Medicare (Employer Portion) \$9.27 Medicare (Employee Portion) \$9.27 Cobra Premium Assistance Credit \$0.00 Total PR Federal 941 Liability \$97.88	Total Unpaid 941 Liability -- DUE \$97.88 <i>This amount will be withdrawn 1 day(s) before your checkdate</i> <i>The total withdrawal will be listed at the end of the report</i> Quarter / Year : 2-2025 Tax Type: 941
Federal Unemployment Liability (940) Federal Unemployment Tax (FUTA) \$0.00 Total PR Federal 940 Liability \$0.00	

Washington Tax Section	
Washington Long Term Care Liability Washington Long Term Care Tax \$3.71 Total Washington PR LTC Liability \$3.71	
Washington Disability/FLI Liability State Disability Tax (SDI - Emp'ee Portion) \$1.37 State FLI Tax (FLI - Emp'ee Portion) \$2.84 Total WA PR SDI/FLI Liability \$4.21	
Washington Workers' Compensation Liability Labor & Industry Tax (L&I Emp'ee Portion) \$1.54 Labor & Industry Tax (L&I Emp'ee Portion) \$2.33 Total WA PR WC Liability \$3.87	
Total Tax Deposit \$109.67	***** Total Bank Deposit: \$788.27

Pay Period: Monthly 06/01/25 - 06/30/25	Check Date: 06/30/25
Co. No: 25007 MacKaye Harbor Water District	PAYROLL LIABILITY REPORT Payroll #: 6 Page: A - 1

Faulkner distributed the June claim forms for regular claims and for EPA Draw#20 claims totaling \$6,741.79; Faulkner also noted that separate claims would need to be prepared for a repairs invoice from A&A Well Drilling in the amount of \$704.60 and for a legal invoice from Jonson & Jonson in the amount of \$280.00 because she was waiting on updated W9s from these vendors; no questions or comments were noted and Faulkner was authorized to process these claims once W9s were received; the June claims were unanimously approved in the total amount of \$7,726.39.

apChkLst Final Check List Page: 1
 06/17/2025 4:00:32PM San Juan County

Bank : apbank BANNER BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
291351	6/17/2025	cen480	CENTURYLINK / LUMEN 300497055	6/6/2025	TELEPHONE	95.34	95.34
291352	6/17/2025	orc830	OPALCO 9561700	6/16/2025	ELECTRICITY	146.71	
			9561701	6/16/2025	ELECTRICITY	142.85	289.56
291353	6/17/2025	roc201	ROCK ISLAND COMMUNICA RI00004933	3/30/2025	WEBSITE DOMAIN	20.00	20.00
291354	6/17/2025	j00211	STREAMLINE SOFTWARE, IN W93H4PS4-0003	6/4/2025	WEBSITE	217.00	217.00
291355	6/17/2025	j00155	TRUE BLOOM COOPERATIV 1478	6/1/2025	BOOKKEEPING	2,544.59	2,544.59
291356	6/17/2025	uti245	UTILITIES UNDERGROUND I 273545	5/31/2025	UTILITIES LOCATE	4.05	4.05
291357	6/17/2025	way102	WAYNE HAEFELE & ASSOCI 943	5/1/2025	PHASE 2 ENGINEERING	1,821.25	
			950	6/1/2025	MANAGER	1,750.00	3,571.25
Sub total for BANNER BANK:							6,741.79

apChkLst Final Check List Page: 1
 06/24/2025 2:40:34PM San Juan County

Bank : apbank BANNER BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
291578	6/24/2025	j00141	JONSON & JONSON, PS 5423-1/REJ	6/6/2025	LEGAL ADVICE	280.00	280.00
Sub total for BANNER BANK:							280.00

Bank : apbank BANNER BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
291739	7/1/2025	j00232	A&A WELL DRILLING, INC	4884	5/15/2025 REPAIR & MAINT	704.60	704.60
Sub total for BANNER BANK:							704.60

Financial Report

Faulkner presented the June 2025 budget and explained the status of MHWD funds; she reported that \$345.74 in water billings had been received noting that this was a prorated base free amount from a new customer; \$2,381.25 had been received from EPA; bringing total revenue for this period to \$2,759.09 including the estimated \$32.10 of investment interest; the year to date total revenue came to \$85,144.07 including grant revenues; Faulkner reported that the total June expenditures came to \$7,870.53 leaving \$9,476.21 balance cash in the general fund and \$22,000.00 in the investment pool.

Manager's Report

Haefele reported the following:

1. He had spoken with Arnott and confirmed that everything had been going smoothly with the system this month.
2. There were no further inquiries regarding the sale advert for the old generator; he will need to figure out what to do with it.
3. The new easement documents for Salmon Point had been officially recorded – he will scan them and give them to Faulkner for filing.
4. A&A Well Drilling provided an estimate for re-lining the wells; Haefele confirmed there is enough left in the PFFAP budget to cover this cost, and he recommended moving forward; Olson moved to approve; the commissioners unanimously agreed that Haefele should inform A&A Well Drilling to proceed.
5. After going out for hard budget quotes for items on the EPA Phase 2 engineers estimate, he discovered that there will not be enough EPA Grant funding to complete the full scope of the project as it is currently planned; most notably, Mount Baker Silo's quote for the concrete tank planned for Salmon Point came out at \$475,000 rather than the \$150,000 that was quoted over the phone when the planning first began 2 years ago. Note, further discussion of this point under Unfinished Business section.

Commissioner's Reports

None

Public Comment

None

Commissioners' Additions to the Agenda

None

UNFINISHED BUSINESS

Discuss EPA Grant

The topic of the funding shortfall for Phase 2 based on the engineer's estimate was discussed; the commissioners asked Haefele pertinent questions regarding the budget and the importance of the different components and aspects of the project in order to get a better

understanding of how best to prioritize based on MHWD's overall project goals; Haefele was asked to finish completing the estimate by each component for the commissioners to review; Olson suggested holding a special meeting to further discuss Phase 2 budget and plans; it was unanimously agreed that a special meeting would be called on a date to be determined once Haefele's engineer's estimate was complete.

Discuss Progress on Projects Under PFFAP Grant

Discussed under Manager's Report; moving forward with the re-lining of the wells.

Discuss Website – Streamline

Allen reported that the migration of the old website to the new platform had begun; he stated that he had an upcoming meeting with Streamline on the 24th of June; he asked Faulkner to review the website and send him any notes prior to this meeting; Faulkner agreed to do so.

NEW BUSINESS

Revisit Billing Rates and Budget in Preparation for July Water Billings

The commissioners reviewed the status of billing rates and the current budget and decided that no changes were necessary.

ADJOURNMENT

Olson declared the meeting adjourned at 3:15 PM.