

WATER DISTRICT 19
BOARD OF COMMISSIONERS MEETING
Tuesday, February 13, 2018

REGULAR MEETING 4:00 PM

Board President **Bob Powell** called the regular meeting of the Water District 19 Board of Commissioners to order at 4:00 PM. Commissioners **Jenny Bell** and **Seth Zuckerman** were also present. District staff members in attendance were General Manger **Jim McRae**, Operations Lead **Jamie Hatton**, Operations Tech **Keith Kassik** and Office Administrator **Melody Snyder**. Visitors present were Charlie Krimmert and Bob Larsen, Vashon Island Fire Department, Katy Isaksen of Katy Isaksen Associates, Don Asher and Sarah Kassik.

AGENDA:

• VISITOR BUSINESS

- Robert Larsen and Charlie Krimmert, VIFD – The Vashon Island Fire Department is needing a hydrant at their training center facility for training purposes. They are proposing tapping into the 8” main line that runs alongside their property. They are figuring that the hydrant would be flowed monthly. Right now they are in the exploratory stages and not sure what permits are required or if it’s even affordable. The board is in favor of approving the project plus all costs associated with the project will have to be borne by the VIFD and the hydrant metered for consumption purposes. Consensus is that a legal contract should be drawn up and attached to the property. The board as asked **General Manager McRae** to consult with the district’s attorney to make sure that all legal issues are covered before moving forward.
- Don Asher, Madrona West - (SMA) – In 2010 they made a request of the Board of Commissioners to manage their small water system for 21 single family structures. The agreement with Madrona West was approved by the board in September of 2010. The Department of Health also gave the district the approval to provide Management & Operations SMA services for Class A systems outside of the district’s boundaries. Mr. Asher came to the meeting to inform the board that they will begin building homes this summer of 2018 and will be needing the district to begin the cost analysis for our management services. The Board concerns are to make sure the districts costs are covered, including staffing, routine testing, reporting and maintenance in our service agreement. **General Manager McRae** will be working with staff to make sure that the financial interests of the district are met.
- Katy Isaksen - Katy Isakson & Associates, her businesses is utility financial planning. Katy spoke about avoiding drastic impact on district customers and doing the financial planning in the beginning. Making sure that rates, fees and charges are consistent. She would like the district to draft a list of capital improvements and work with us on how to pay for those improvements. She will work to put the information together that **General Manager McRae** already provided. **Commissioner Bell** asked her to include 3 points: 1. Focus on summer rates. 2. Focus on ultra-high users. 3. How to assist low income. **Commissioner Powell** spoke about including an exponential tier (or better definition of tiers) and consumption analysis.

A key goal of the board is to have the Comprehensive plan approved. To meet the needs of new development using conservation as a source. Focusing on demand rather than supply. Conserve the water and reassess the variables. Minimizes the need to high lower quality of arsenic in the water.

The Board will have a conversation with our engineers about if growth should occur, how the district can meet that need. Consistency needs to be written down in the district’s plan.

• BOARD – ACTION REQUIRED

- Approval of minutes – Tuesday December 12th, 2017- **Commissioner Zuckerman** made a Motion to approve the minutes as presented; **Commissioner Powell** seconded. Motion passed unanimously. Tuesday, January 9th, 2018 – **Commissioner Powell** made a Motion to approve the minutes as amended; **Commissioner Bell** seconded. Motion passed unanimously.
- Robert Larsen – additional fire hydrant behind the training center – No action taken at this time

- Madrona West – SMA (well & 22 units) – Discussion will continue with staff to begin the operational procedures
- Resolution #1171 - Disposal of surplus 26 office chairs – **Commissioner Bell** made a Motion to approve Resolution #1171, the disposal of 26 surplus office chairs; **Commissioner Powell** seconded. Motion passed unanimously.
- Operations Staffing – Technician 2 hiring status and work with WA Dept. of Health, with discussion on overall staffing – **General Manager McRae** has hired Kaiulani Osorio-Sawaka (Kai) who will start March 6th 2018. She previously worked for the King County Wastewater Department. For 18 months she'll be under the VCA rule – so that we are not in violation. The board has to sign, generated for the Department of Health. WTPO 2 IT – modest salary, increases based on levels of education. **General Manager McRae** spoke about hiring a 4th Operator as current employee situation has been brutal on staff. Kayla tests on Friday. Key benefits on an additional employee is the elimination of using outside resources, such as landscaping, hydrant maintenance, reduction in overtime, preparation for Madrona increase, and picking up additional tasks on the Beall Creek repair.
- Costs of living increase – **General Manager McRae** asked the board for a 3% COLA increase for staff. Retroactive to January 1st, 2018. **Commissioner Bell** made a Motion to support the 3% COLA increase retroactive to January 1st, 2018 and to changing the fourth staffing position to Operator in Training; **Commissioner Zuckerman** seconded the Motion. Motion passed unanimously.

• BOARD – DISCUSSION/TABLE/MORE INFORMATION

- Conservation Pricing Presentation – Katy Isaksen
- Comprehensive Plan – schedule & status, plus direction from board (final review?)
- Water Shares - waiting list discussion (*every 3 months per board – next in April*)
- Beall Creek – fish and wildlife, stream needs to be capable of allowing fish to swim through. Barriers need to be removed, stream improvement. Come up with a conceptual plan. Not providing adequate habitat for the fish. **Commissioner Powell** suggested looking at creative ways to fund the changes to the creek. Need to reapply for a State and County permit.

• OPERATIONS REPORT

- System Performance Report -
- WTP – Filter 2 maintenance update – Operations will continue the 1st of March
- Project List & Discussion on prioritization – CIP (Capital Improvement Plan) progress Special Meeting scheduled for March 6th, 2018 at 9:00 am.

• ADMINISTRATION REPORT

- Financial Updates through December 2017 were provided
- Discussion on 2018 Budget (schedule & format)
- PERS – Department of Retirement for Commissioners – **Office Administrator Snyder** recently learned that the Board can apply for PERS as long as they meet the monthly pay requirement set by the Department of Retirement
- **Commissioner Zuckerman** requested that board packet information be provided earlier than the day before the Board Meeting so that he can get up to speed for the meeting

• SIGN APPROVED MINUTES IN BOOK

• SIGN VOUCHERS

Meeting concluded at 7:10 PM