

WATER DISTRICT #19
BOARD OF COMMISSIONERS MEETING
Tuesday, November 13, 2012

REGULAR MEETING
4:30 PM

A regular meeting of the Board of Commissioners of Water District 19 was held at the District Office. Those in attendance were President **Steve Haworth**, Commissioners **Richard Bard** and **Bob Powell**, General Manager **Jeff Lakin**, Operations Lead **Armin Wahanik** and Office Administrator **Melody Snyder**.

Meeting came to order at 4:33 PM

1. VISITOR BUSINESS

- There was no visitor business

2. BOARD DISCUSSION/ACTION

- Commissioner Email Retention was discussed as it relates to compliance with state records retention law. **President Haworth** to discuss the issue with Board Counsel.
- Master Resolution – **The Board** reviewed prior suggested changes to the wording of a public entity access to water units and the Latecomers Agreement in the Master Resolution draft. **President Haworth** will draft a cover letter outlining minor changes that were made to prior Resolutions and Policies. He will also oversee public notification regarding reasons behind the effort and how to access a copy of the document. Goal is to have the final version ready for a vote in January 2013.
- DOE Change Application – **Commissioner Bard** made a Motion to allow **General Manager Lakin** to file the change application that would add the well at Vashon Meadows and a potential well on School District property on the current wellfield water right; **President Haworth** seconded the Motion. Motion passed unanimously. **President Haworth** also stated that he will plan to meet with Tom Dargel, Business Manager for the Vashon School District, sometime next week.
- Approval of minutes – Tuesday, October 9, 2012 – **Commissioner Bard** made a Motion to approve the minutes as written; **Commissioner Powell** seconded the Motion. Motion passed unanimously. Tuesday, October 16, 2012 – **Commissioner Bard** made a Motion to approve the minutes as written; **Commissioner Powell** seconded the Motion. Motion passed unanimously. Thursday, October 18, 2012 – **President Haworth** made a Motion to approve the minutes as amended; **Commissioner Bard** seconded the Motion. Motion approved unanimously.

3. OPERATIONS REPORT

- Wellfield – production report – usage up in October due to extended dry period that ended on the 12th. Treatment Plant was off for a few days during heavy rain events.
- Conservation policy – **Operations Lead Wahanik** presented the first draft of the conservation plan elements. He also reported on the results of two residential water conservation audits he conducted this past summer on Quartermaster Drive.

4. ADMINISTRATIVE REPORT

- Water unit acceptance/payments update – **Office Administrator Snyder** updated **the Board** with the current outstanding invoiced property owners from the waiting list. One property owner is interested in selling their property to the district due to building restrictions. The property is located in the district's watershed. **President Haworth** made a Motion giving

General Manager Lakin permission to make an offer to Ms. Cheryl D. DeLaittre to purchase her property in the watershed; **Commissioner Powell** seconded the Motion. Motion passed unanimously.

- PRVs Project – vaults are ordered. Physical locations are being mapped and marked. Projected project completion in January 2013.
- Beall Creek watershed parcel 322303UNKN update – King County validating the legal descriptions and mapping.

5. **SIGN APPROVED MINUTES IN BOOK**

6. **SIGN VOUCHERS**

Commissioner Bard made a Motion to conclude the meeting at 6:18 PM; **Commissioner Powell** seconded the Motion. Motion approved unanimously.