

WATER DISTRICT 19
BOARD OF COMMISSIONERS MEETING
Tuesday, February 10, 2015

REGULAR MEETING
4:00 PM

Meeting came to order at 4:00 PM

A regular meeting of the Board of Commissioners was held in the District Board room. Those in attendance were President **Richard Bard**, Commissioner **Bob Powell** and by phone Commissioner **Jenny Bell**, General Manager **Jeff Lakin** and Office Administrator **Melody Snyder**. Visitors present were Sue Hoffman, Representative for D & R Excavating and Jim Gross, General Manager Vashon Sewer District

1. VISITOR BUSINESS

- D & R Excavating and the Vashon Sewer District – Sue Hoffman presented a typewritten letter signed by her husband Doug Hoffman of D&R Excavating stating that he will not negotiate his invoice. **Commissioner Bard** expressed disappointment with the content of the letter and stated the Board had hoped a compromise from D&R Excavating was forthcoming. Sue Hoffman stated that the District implied the issue would be taken to court. **Commissioner Bard** stated it was not the intent of the District to take the issue to court. **Commissioner Bell** expressed concern that this is a contentious issue and could be expensive for both parties without resolution. **Commissioner Powell** stated that after viewing photos that far clearer documentation is needed to make a clear enough case to the Board before District customers should pay for claimed damages. After more discussion, **Commissioner Bell** asked Sue Hoffman to state what exactly D&R Excavating is seeking. She replied that D & R Excavating wants their invoice paid. **Commissioner Bard** restated the offer made at the January 13 Board meeting, for both parties to retract their invoices. Sue Hoffman declined the offer.

2. BOARD DISCUSSION/ACTION

- Approval of minutes – Tuesday, January 13, 2015 – the minutes were read; approved with changes.
- CWA for JD Properties LLC exterior remodel at Thriftway – The plans submitted for the remodel will have no impact on water use. **Commission Bard** made a Motion to approve the request for the CWA; **Commissioner Powell** seconded the Motion. Motion approved unanimously.
- Purchase of new pickup truck – **General Manager Lakin** presented bid proposals received for a new 2015 Toyota Tacoma pickup truck and reviewed how specifications were developed for the truck. **Commissioner Bell** stated she did not feel that this particular vehicle was representative of our values, by not being a sustainable choice i.e. bio-diesel or carbon neutral and for the record she is not in agreement with this purchase. **Commissioner Bard** voiced concerns about Bio-Fuel production. **Commissioner Powell** stated that voicing reservations about the truck specifications is untimely since the budget has been approved. **Commissioners Bard and Powell** encouraged **Commissioner Bell** to continue her research of alternative vehicles. **Commissioner Powell** made a Motion to approve the purchase of the 2015 Toyota Tacoma for \$27,489.00 from Burien Toyota; **Commissioner Bard** seconded the Motion. Motion passed.
- Watershed property owners outreach – **Commissioner Bard** presented a draft outreach letter targeted to property owners bordering or in our watersheds. Similar messaging was suggested for the District website.

- Wellfield drawdowns – **Commissioner Bard** shared observations regarding historical wellfield drawdowns since 2006. After a review of the trends and the recommendations by Landau Associates in their 2009 report, it was agreed the wells will require redevelopment in the near future.
- Water main extensions – The **Board** discussed the current water main extension policy and it was agreed a critical review should be completed culminating in a revised policy. **Commissioner Powell** committed to work directly with District management to draft a new policy.
- High users – **Commissioner Bell** presented a usage chart of the top 10 commercial accounts. The veracity of the data was discussed and how to promote conservation going forward. **Commissioner Bell** requested **General Manager Lakin** take a role in approaching individual commercial customers to flesh out ideas for reducing water demand. **Commissioners Bard and Powell** agreed.
- Website revisions – The District has received two proposals for website redevelopment ranging from \$1,500.00 to \$3,000.00. Input is requested from the **Board** for site design suggestions to refine requests for proposal.
- Canon Copier – **Commissioner Bell** has not received a response from Mr. Odegard from Pacific Office Automation. She will send Canon Central an email and hopefully receive a response. **General Manager Lakin** will also try to contact Mr. Odegard.

3. OPERATIONS REPORT

- Newsletters – In **Operations Lead Wahanik's** absence, **General Manager Lakin** queried the **Board** to determine if they wished to redevelop the introductory verbiage in the upcoming Consumer Confidence Report (CCR). **Commissioner Bell** requested she be able to review the draft CCR prior to mailing.

4. ADMINISTRATION REPORT

- Board communication – **General Manager Lakin** requested the **Board** develop a standard operating procedure for optimizing timely staff communication, particularly by email.
- Online bill pay – The District's website now has a portal attached so that customers can access their account, pay bills and request a call out.
- Ridge Road Phase 5 – The advertisement for bids will be announced in the Daily Journal of Commerce and the Vashon Beachcomber starting next week. The District applied for a new permit due to necessary revisions made to the design in Phases 5 & 6. The **Board** discussed increasing the annual amount of main replaced for the 2016 budget.
- Next meeting March : watershed outreach letter, revised Capacity Analysis, Canon Copier

5. SIGN APPROVED MINUTES IN BOOK

Meeting concluded at 6:30 PM

Insert D&R letter and public documents request here.