

WATER DISTRICT 19
BOARD OF COMMISSIONERS MEETING
Tuesday, September 9, 2014

REGULAR MEETING
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** by phone Commissioner **Jenny Bell**, General Manager **Jeff Lakin**, Operations Lead **Armin Wahanik** and Office Administrator **Melody Snyder**.

Meeting came to order at 4:04 PM

1. **VISITOR BUSINESS** – there was no visitor business
2. **BOARD DISCUSSION/ACTION**
 - Approval of minutes – Tuesday, August 12, 2014 – The minutes were read and approved.
 - Approve Resolution 1160 authorizing the transfer of assets agreement with Vashon Meadows Homeowners Association – **Commissioner Powell** made a Motion to approve Resolution 1160 authorizing the transfer of assets agreement with Vashon Meadows Homeowners Association; **Commissioner Bard** seconded the Motion. Motion passed unanimously.
 - Approve Resolution 1161 authorizing the adoption of the King County Regional Hazard Mitigation Plan Update (needs to be updated every five years) – The Board decided to delay acting on Resolution 1161 until the November 11th, 2014 meeting.
 - Approve Resolution 1162 authorizing the General Manager to sign the King County Regional Coordination Framework for resource sharing during a disaster – The Board decided to delay acting on Resolution 1162 until the November 11th, 2014 meeting.
3. **OPERATIONS REPORT**
 - System pressures – **Operations Lead Wahanik** reported that there is some sort of obstruction along Kingsbury Beach Road which may be causing a flow restriction. A company will be coming out with data loggers to monitor the main for one week. Some customers that are experiencing low pressure assumed that it is caused by the District; not their own Pressure Regulators or other private infrastructure.
 - WA Department of Health sanitary survey will be on Monday, September 15 at 9:00 AM. Focus will be on the Treatment Plant. **Commissioner Bard** will participate if he's available.
 - 2014 peak day has likely already occurred in July.
4. **ADMINISTRATION REPORT**
 - Web based bill pay – The district has subscribed to Continental Billing System's new program for web based bill payment. This will potentially reduce the bank fees paid by the District and customer participation in this new system may reduce the amount of credit card payments that staff manually enters. **The Board** supports the decision to offer this payment option to our customers and acknowledges that there will be a credit card transaction charge to customers that process their payments via the new system. There will be no additional charges to customers using the ACH payment process. **Office Administrator Snyder** will work out details to notify District customers about the new process and what the web based portal will offer them.
 - Email vendor switchover – The district has completed the transition to GoDaddy for our new web hosting and email provider. The District had experienced a high volume of junk mail with the old vendor and will save money with the new vendor.

- P & L – Discussed various General Ledger items
- **The Board** expressed interest in refining the standard operating procedures for contracting professional consultants and project estimates. **Commissioner Powell** has had a discussion with a customer to potentially act as a possible engineering advocate for District projects. More discussion to come at a later meeting.
- Capacity Analysis status – **General Manager Lakin** has completed updating the analysis to date. He will complete the report with the year end 2014 data. Preliminary conclusions include continuing decline of peak day and average use.
- Natural Yard Care Workshops – **Commissioner Bard** suggested that the District participate in the King County “Natural Yard Care Workshops” scheduled in October on Vashon. The District will post the workshop schedule on our website.

5. SIGN APPROVED MINUTES IN BOOK

Meeting concluded at 5:52 PM