

WATER DISTRICT 19
BOARD OF COMMISSIONERS MEETING
Tuesday, December 12, 2017

REGULAR MEETING
4:00 PM

Board President **Richard Bard** called the regular meeting of the Water District 19 Board of Commissioners to order at 4:00 PM. Commissioner **Bob Powell** also present. District staff members in attendance were General Manager **Jim McRae**, Operations Lead **Jamie Hatton** and Office Administrator **Melody Snyder**. Visitors present were Erin Kelly with Strata Architects, Frank Jackson, Keith and Sarah Kassik. Newly elected board member **Commissioner Zuckerman** arrived at 4:30 PM. **Commissioner Bell** was not present.

AGENDA

- **VISITOR BUSINESS**
 - Erin Kelly, with Strata Architects – re: Requesting a revised CWA for McConnell. Erin Kelly submitted a revised water report analysis. Scope has changed from adding apartments to the top floor to office space. Because **Commissioner Bell** was not in attendance, **The Board** opted to hold off making any decisions until the next board meeting.
 - Welcome new Board Member – Newly Elected **Commissioner Zuckerman** made introductions to staff and guests in attendance.
 - Thank You to outgoing Board Member **Commissioner Bard** for 12 years of service to Water District 19!

- **BOARD – ACTION REQUIRED**
 - Approval of minutes – Tuesday November 14th, 2017 – Postponed for next meeting
 - Operations Staffing - Tech I (status & proposal) – **General Manager McRae** informed the Board on where we are in staffing. He will continue the interview process with a possible candidate from Texas. They have to take the level WTPO 3 exam here to qualify. He is also working with the DOH. He has interviewed six people though none are certified. Wanted to clarify with the Board on hiring staff as long as they are within the salary range approved by the Board. More conversation will occur when all board members are in attendance.
 - Department of Health letter – **General Manager McRae** presented a letter that was received today by **Operations Lead Hatton** from the Department of Health. The letter stated that the district is in violation for not having a third certified operator with a Water Treatment Plant Operator 2 certification. **General Manager McRae** will contact Diana Thieme with the Department of Health about the violation. The district was under the impression that we still had time to hire a qualified operator.

- **BOARD – DISCUSSION/TABLE/MORE INFORMATION NEEDED**
 - Comprehensive Plan update provided by **General Manager McRae**, who met with Warren Perkins, Gray & Osborne to discuss district water production. Summary of the meeting: 1. District is producing less water than water rights allow. 2. District should consider the development of a 20-year projection of water production. 3. Chapters 2 and 3 will need to be completed after water production has been revised. Warren cautioned about perfecting our water rights, which currently shows the district is

producing about 1/3 of the total allotted, and that we should include work to locate additional water sources in our plan. The bottom-line is that we need to approach this seriously and develop a set of alternatives. There is also a lot of energy to incorporate the results of the conservation rate study based on the model that Katy Isaksen will be developing for the district. Seth Zuckerman suggested that we also factor in the school district irrigation. The current draft for the plan uses the lowest recorded stream flows, and reduces it by 10% to account for climate change. **Commissioner Powell** made suggestions to address the deficit. 1. Getting some first round study on the rate structure. 2. Serving the same number of customers, but using 12% less to extrapolate the growth. We also believe that system leakage is worse than our numbers indicate due to old piping with a number of undetectable leaks. District should look to borrow a couple million dollars and do it all at once. 3. The low production from the wells in the plan could cause us to fall out of compliance with the average day plan numbers, especially as we attempt to sustainably operate our wells. **Commissioner Powell** will work with **General Manager McRae** to develop alternatives to existing growth rate, which should increase the time the district can meet demand. Warren also believes we should invest in existing wells, as tests indicate that the aquifer is in good shape and pumping issues are due to plugged-up well filter screen(s).

- Approve Katy Isaksen Conservation Rate Study – **Commissioner Powell** made a Motion to approve the Water Financial Outlook & Conservation Rate Study proposal with Kay Isaksen & Associates; **Commissioner Bard** seconded. Motion approved unanimously.
- Resolutions No. 1168 to clarify regulations for transferring water – **Commissioner Bard** made a Motion to amend Resolution No. 884 clarifying the district’s policy regarding the transfer of water from one tax parcel to another and approve Resolution No. 1168 which allows non-contiguous parcels but same owner transfers; **Commissioner Powell seconded**. Motion approved.
- Water Shares Potential issuance of water units to the waiting list – **Commissioner Bard** would like a slow release of water units to continue after he leaves. Realizes much is dependent on Beall Well running. Consensus is that more will be discussed in the Comprehensive planning phase.
- King County Franchise Ordinance – **General Manager McRae** wanted to keep on the Agenda in case there were questions by the board.
- **OPERATIONS REPORT**
 - Operations & System Performance Report – **Operations Lead Hatton** reported that the blowers are working again, improving the performance of the filter.
 - WA Department of Health Visit review – Brietta Carter, Regional Engineer, was here for the district’s sanitary survey. Discussed technicalities of the treatment plant. The

district does not have any sop's – gave us a wakeup call on what we're doing.

- Project List & Discussion on prioritization – discussed earlier.

- **ADMINISTRATION REPORT**
 - Financial Update through November 2017 – **General Manager McRae** will have the financials sent out after tonight's meeting. He had some general questions about preparing information for the 2018 budget as he wasn't familiar with the process. The Board suggested he repeat the existing format, but fill it in.
 - Discussion on 2018 Budget (schedule & format) – noted above
 - Community plan – re: Frank Jackson wanted the Board to know that the ordinance on the Vashon Community plan has passed.

- **SIGN APPROVED MINUTES IN BOOK**

- **SIGN VOUCHERS**

MEETING CONCLUDED @ 6:47 PM