

**WATER DISTRICT 19**  
**BOARD OF COMMISSIONERS MEETING**  
**Tuesday, January 8, 2019**

**REGULAR MEETING 6:00 PM**

**Board President Bob Powell** called the regular meeting of the Water District 19 Board of Commissioners to order at 5:59 PM. **Commissioners Seth Zuckerman and Mike Weller, General Manager Jim McRae, Water Treatment Lead Jamie Hatton and Office Administrator Melody Snyder** were also in attendance. Visitors present were Dominic Jovanovich, Field Operator and Jim Dam, Needle Creek Water

**AGENDA:**

**• VISITOR BUSINESS**

- Jim Dam – Needle Creek – General Manager McRae gave an update to the Board about the tour he took with Jim Dam and Dominic Jovanovich. He was shown the pump house at Needle Creek and was able to review some of their records. Jim Dam agreed to provide access to all of their electronic records through shared files. He has not done a tank inspection. General Manager McRae is not asking for approval to sign an agreement at this time. **Commissioner Powell** agrees it's a good idea to proceed with gathering more information. The Board concurred. **Commissioner Zuckerman** wanted to be sure that the members of Needle Creek were informed about the SMA. Jim Dam advised the Board that they all are being notified.
- WM "Luke" Lukoskie (Island Spring Organics) – did not attend

**• BOARD – ACTION REQUIRED**

- Cost of Living adjustment for staff – **Commissioner Powell** made a Motion to approve the 3.1% cost of living increase, prorated for staff that has been here for less than a year; **Commissioner Weller** seconded the Motion. Motion approved unanimously.
- Surplus material at Morgan Hill Well site – **Commissioner Zuckerman** made a Motion to proceed with the advertisement and request for bids for the removal of all the surplus property that staff has identified at the Morgan Hill well site **Commissioner Powell** seconded the Motion. Motion passed unanimously.
- Needle Creek – approval to proceed with SMA agreement – **The Board** gave General Manager Jim McRae the approval to proceed with working out the details on the agreement with Needle Creek.
- Election of Officers: **Commissioner Zuckerman** made a Motion to nominate **Commissioner Powell** as President of the Board of Commissioners; **Commissioner Weller** seconded the Motion. **Commissioner Weller** made a Motion to nominate **Commissioner Zuckerman** as Secretary; **Commissioner Powell** seconded. Both Motions passed unanimously.

**• BOARD – DISCUSSION/TABLE/MORE INFORMATION**

- **General Manager McRae** presented a "Compensation Strategy" document that speaks to compensate personnel based on the contribution they make to the District. The document also includes a salary comparison analysis for operation staff, including both local (Vashon) companies and the Seattle, Tacoma and Bremerton geographical area.
- Four operator positions, including a Trainee have been approved and the goal is to train new operators due to fierce competition for the scarce number of certified operators on the region. This was the strategy behind bringing Operations Tech Jovanovich to the District as an "Operator in

Training.” General Manager McRae is not currently pursuing filling the fourth position at this time, however with the three operator positions currently filled, there is not a lot of coverage if someone is sick. **Commissioner Powell** would like to keep the Trainee position open and begin working to fill the position in the next six months. Long term, General Manager McRae wants to bring in a fourth full time certified operator position and would like to revisit the recruiting in six to nine months as we will probably lose Water Operator Westphal in that timeframe. **Commissioner Powell** asked General Manager McRae to find a way to develop an “apples to apples” comparison of the options and opportunities. All board in favor and will continue discussions at the next meeting.

- Discussion & guidance on annual wage adjustments for staff – General Manager McRae wants the compensation strategy to be more performance based. It does not appear that this was done in the past, so General Manager McRae is developing/creating a performance-based metrics. He wanted to see how the board felt about that approach. **Commissioner Powell** supports General Manager McRae creating a performance-based system. **Commissioner Zuckerman** was pleased to see in the financial reports a positive income for the year.
- CWA policy discussion – The Board has determined that a lot of language in the Master Resolution doesn’t adequately address the definition of an ERU. Commissioner Zuckerman is suggesting a performance based calculation. Commissioner Weller suggested turning it more into a memo client assistance format.
- **General Manager McRae** updated the Board that Chris Szala of Vashon Household met with King County Community Services Division on January 4<sup>th</sup>, 2019, but has yet to submit building plans or made a formal request for CWA approval from the District. **Commissioner Weller** reported that he has spoken with Bradley Clark, a sub-area planner with King County’s Affordable Housing and learned that the Vashon Household project may be applying as a demonstration project.

• **OPERATIONS REPORT**

- Monthly Operations Report – mailed in advance of the meeting

• **ADMINISTRATION REPORT**

- Financial Update through December 2018 – mailed in advance of the meeting

• **SIGN APPROVED MINUTES IN BOOK**

• **SIGN VOUCHERS**

**Commissioner Zuckerman** made a Motion to conclude the meeting at 8:35 PM; **Commissioner Powell** seconded the Motion. Motion passed unanimously.