

WATER DISTRICT 19
BOARD OF COMMISSIONERS MEETING
Tuesday, March 19, 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 6:01 PM. Commissioners **Seth Zuckerman** and **Michael Weller**, General Manager **Jim McRae**, Water Treatment Operator **Jamie Hatton** and Office Administrator **Melody Snyder** were also in attendance. Visitors present were Luke Lukoskie

AGENDA:

• **VISITOR BUSINESS**

- Guests – Luke Lukoskie from Island Spring – he noticed the article in the Beachcomber a couple weeks ago about the district’s rate increase and the anticipated infrastructure repair costs estimated to be around 8 million dollars. He said that 34 years ago, no one in town could build because of lack of water storage and that his company assisted the water district in building the million gallon storage tank. Pacific Research also contributed funds. He remembers an agreement with the water district which stated that those companies that contributed funds would not be charged for any future capital expenses. He’s asking the district to check our records for the written agreement as he cannot find his. Staff stated that they will investigate and let him know if anything is discovered.

BOARD – ACTION REQUIRED

- **Approval of Meeting Minutes: Regular Meeting:** Wednesday, February 13th, 2019 – **Commissioner Weller** made a Motion to approve the minutes as amended; seconded by **Commissioner Powell** and approved unanimously. **Special Meeting: Tuesday, March 5th, 2019** – **Commissioner Powell** made a Motion to approve the minutes as amended; seconded by **Commissioner Weller** and approved unanimously.
- Approve the Amendment to the Vashon Villages Settlement Agreement to allow the installation of a Hot Tub – The Board made one change to page 1, section “D” to read “Because Vashon Village’s historical water usage has been well below the maximum water usage permitted under the Agreement and the Covenant, WD 19 has agreed to amend the Agreement and the Covenant to allow for the installation of a hot tub at the Inn in accordance with the terms and conditions of the Amendment”. **Commissioner Powell** made a Motion to amended the verbiage and approve the Amendment to the Settlement Agreement; Motion was seconded by **Commissioner Zuckerman** and approved unanimously.
- Changes to General Manager spending authority – Not approved. **Commissioner Zuckerman** cannot approve any spending authority at this time until the budget gets approved. **Commissioner Weller** will send a suggested change to the wording and **Commissioner Zuckerman** also offered to work with **General Manager McRae** to redraft the wording.
- Public Utility language for working with Non-Profits
- Consider changes to Payment Voucher for low income customers – **Commissioner Zuckerman** made a Motion to increase the coupon voucher from \$20.00 to \$25.00; seconded by **Commissioner Weller** and approved unanimously.

• BOARD – DISCUSSION/TABLE/MORE INFORMATION

- Water System Plan Status & date for next special meeting to continue/complete – **The Board** changed the regular meeting scheduled for Tuesday, April 9th, 2019 to Tuesday, April 16th, 2019 @ 6 PM and scheduled a special meeting for Tuesday, May 7th, 2019 also at 6 PM. **The Board** also changed future meeting times to start at 6:00 PM and not 5:30 PM.
- Most Recent Leak Report (216th & South Distribution System) – Three leaks were detected by Utility Services Associates when they were out assisting staff on locating problem areas on our system. Two leaks detected have been repaired. One on Kingsbury Road the other on Deppman Rd. The other leak detected on 216th will be worked on later.
- **General Manager McRae** presented a form that Water Treatment Lead Hatton has asked the board to sign for the possibility of receiving grant money. The Board was hesitant to sign anything at this time without more detailed information. Need to find out if there are any entanglements that the district needs to be aware of before entering into this agreement.
- Storm Damage Update – The district has awarded the project to remove the trees that fell at Ellis Creek to Island Forestry. The district's insurance has been notified. No assessment yet on Morgan Hill.
- Update on SMA activities (Needle Creek & Madrona Cove) – **General Manager McRae** reported that he and **Treatment Plant Operator Westphal** will meet with Needle Creek Operator/Owner Jim Dam on Monday, March 26th, 2019 to review their system and the feasibility of operating as their Satellite Management Agent (SMA). Since the property will never be inside Water District 19's system area, **General Manager McRae** will develop a rate plan and detail the services to be offered. Currently the Needle Creek system has in excess of \$30,000 in reserves and good records of income and expenses. **General Manager McRae** will be working on a financial model for the board's review.

• ADMINISTRATION REPORT

- General Manager Report was presented and reviewed
- Financial performance through February 2019 was reviewed.
- Cost of Water Production Analysis through February was presented
- Operations Report – February 2019 performance
- Staffing needs & authority to hire fourth operator – **General Manager McRae** presented a financial spreadsheet outlining the costs to hire another staff position.
- April 16th meeting: work to slim down the agenda items, focus on budget items and make a serious effort to discuss the performance review process for the General Manager.

BOARD – GO TO EXECUTIVE SESSION

- The Board chose not to go to Executive Session, but agreed to discuss a performance review process and compensation for the General Manager at the next board meeting. The Board will set up meetings with staff for their feedback and come back together in executive session at the April regular meeting.

Commissioner Zuckerman made a Motion to conclude the meeting at 8:58 PM; **Commissioner Powell** seconded. Motion passed unanimously.