

WATER DISTRICT 19
BOARD OF COMMISSIONERS MEETING
Tuesday, April 14, 2020

REGULAR MEETING 6:00 PM
Meeting Members participated by using “Zoom” conferencing

Board President Bob Powell called the Regular Meeting of the Water District 19 Board of Commissioners to order at 6:03 PM. Those also in attendance were **Commissioners Seth Zuckerman** and **Mike Weller**, **General Manager Jim McRae** and **Office Administrator Melody Snyder**.

• **VISITOR BUSINESS**

- None

• **BOARD – ACTION REQUIRED**

- ERU recommendations & discussion – The Board deferred discussion until the May 2020 meeting and wanted to place this topic first on the agenda. Materials needed in advance of the meeting includes notes from **Commissioner Powell** and **Zuckerman**. **Commissioner Zuckerman’s** notes would include edits to the Certificate of Water (CWA) requirements. **Commissioner Powell** suggested more comprehensive planning on how to deal with ERU’s to serve those on the waiting list and moving forward on how many water units to sell. **Commissioner Powell** informed the Board that he will be meeting with an interested party in purchasing K2. They are looking to repurpose the existing structure into artist housing. He would like to float some questions to the Board and staff at the May meeting about existing policy concerning this type of housing. **Commissioner Weller** said he would like to focus our conversations on CWA and ERU policies and work to clean up the policy.
- Approve minutes from Tuesday, March 10th Regular Board Meeting and Tuesday, March 31st Special Meeting – **Commissioner Powell** made a Motion to approve the minutes as amended; **Commissioner Zuckerman** seconded. Motion passed unanimously.
- Water System Plan Discussion & Approval – **General Manager McRae** presented current status of the Plan – **Commissioner Zuckerman** had questions about specific tables. Current plans show debt service without making any additional changes, just needs to be updated. Chapter 2 and Chapter 3 reflect increases that are also reflected in Chapter 9. He suggested putting a footnote on those numbers in Chapter 2 as those numbers are for someone at the Dept Of Health. The Board had already approved Chapter 8, so just need to tweak Chapter 9. Everything needs to be consistent, just explain in a footnote. The Board would like to see the whole project list in the Capital Improvement Projects (CIP) model, the full costs for the projects and a quick summary of the borrowing costs. General Manager McRae will circulate a new version with written comments on or before April 21st, 2020.

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

- Discussion on COVID-19’s impact on operations & 2020 revenue – **General Manager McRae** updated the Board about staff practicing social distancing, disinfecting equipment and using their own vehicles for operations and rounds. Operators had to complete a great deal of work to restore Ellis creek. They had to replace a section of drainage pipe for Ellis creek overflow, as the galvanized metal had become plugged up. A combination of human error, plus wear and tear, not to mention the beavers at the site caused the problems. The repairs required removing the old pipe out and replacing with a new section. Additional work will be completed to keep large materials from getting into the

pipe. Staff hopes to have Ellis Creek operational before the end of the month. Treatment Plant is being operated on Tuesdays, to ensure we can provide water in the system. Even though we don't know what demand will look like under the Coronavirus epidemic, the goal is to make sure we can meet the same production rate as in previous years. **General Manager McRae** expressed some concern about a decline in school and restaurant usage. We will likely see reductions in income during May as a result of the closures. The laundromat will likely be closed as well, which would also impact income. He will continue to work on the analysis and pass along information. Work is being somewhat impacted as we are running one-man projects due to concerns about getting too close to other people. He wants to utilize the staff for larger projects but doesn't feel they are ready yet. There has not been much good news on locating funding sources for larger projects. The 216th Project could be 4-6 weeks away as the engineering is almost complete and bid documents could be ready quickly. We already have submittal drawings for soliciting funding. In a weekly meeting with WASWD, they are pessimistic about getting loans being available as the State's funds are being spent on Covid 19 and a large project for the City of Olympia. Commissioner Weller indicated that road repair work are the most obvious projects, shovel ready.

- Update on 115th temporary tank and booster system – Operator Jeff Roeser is doing some work on presentation materials for a meeting with the owners. The estimates are done for fencing, and the district is ready to move forward with the presentation and begin the project after agreement with the owner's buy in on the project. General Manager McRae will ask Shelby Middling if she would organize a meeting with homeowner's in the vicinity about the project.

• **ADMINISTRATION REPORT**

- General Manager's report
- Financial report through March 2020; no questions. General Manager McRae is in conversations with an interested party for the open Operations position. The potential candidate is currently in Alaska and holds a WTPO 4 certification from Oregon.
- Production report through March 2020 was not sent in the packet, but in February and March the plant was only run on Tuesdays and as needed during the month, producing 250 – 300 gpm each month. The plant will ramp up this month with the goal to bring the wells down in May. Production numbers are good and will be available at the May regular board meeting.
- The Board learned that the Vashon Food Bank was incurring more expense than usual administering the districts payment voucher program, due to the COVID-19 epidemic. The Board indicated that this seemed understandable, and the Board conditionally approved sending up to \$500.00 for services rendered if the Food Bank could invoice the district for what it felt was the cost of this additional work. **Commissioner Powell** recommended that the invoice state that it would be a one-time invoice for their service rendered.

Commissioner Powell made a Motion to conclude the meeting at 8:00 PM; **Commissioner Weller** seconded. Motion passed unanimously.