

WATER DISTRICT 19
BOARD OF COMMISSIONERS MEETING
Tuesday, November 10, 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**, **Operations Lead James Rossi** and **Office Administrator Melody Snyder**. Visitors also present via ZOOM were Jack Boyd and Ken Hostetler.

VISITOR BUSINESS

- Sam Farrazaino & Jack Boyd – Mr. Boyd is interested in the district’s water unit policy relating to the K2 property which he didn’t feel was properly defined. The Board was curious as to his interest. Mr. Boyd said it pertained to the redevelopment of the K2 site as he is involved with a civic organization interested in the K2 property. **Commissioner Powell** answered Mr. Boyd’s questions by saying that there is a minimum of 3 water units attached to the property. Historically, the number of water units on the books for K2 predates the system of accounting for ERU’s. **Commissioner Powell** feels that the district should consider changing that number to reflect the capacity and historic usage of those meters based on what K2 has been paying for historically. That was proposed to the new owners of the property, but no action has been taken, as the owners believe they are entitled to more water units, so it is unlikely there will be agreement at this point. In **Commissioner Powell’s** view, the parcel has 10 water units. When the waitlist is cleared, the owners can apply to purchase additional water units. No one knows the intent of the current owners.
- Ken Hostetler – customer on 216th – Mr. Hostetler is requesting that the district waive the \$40.00 monthly base charge he’s paying until it can provide fire flow. He purchased a water unit from the district and now wants to develop his property and requested a CWA for a septic system design. It was recently discovered that the connection to the main cannot provide fire flow. The Board recommended that staff check the box on the CWA that indicates we cannot provide fire flow at this time. Future capital projects could change the water situation in his area but that could be 3 to 4 years out. The Board did not approve his request to waive his monthly base fee. It was suggested that Mr. Hostetler may need to study other options to satisfy the need for fire protection, such as on-site water storage.

BOARD – ACTION REQUIRED

- Approve minutes from Tuesday, September 22, 2020 – **Commissioner Zuckerman** made a Motion to approve the minutes as presented; **Commissioner Powell** seconded. Motion passed unanimously. Tuesday, October 13th, 2020 – **Commissioner Weller** made a Motion to approve the minutes as edited; **Commissioner Powell** seconded. Motion passed unanimously.
- Discussion & actions on “DBP Out of Compliance” incident – The maximum contaminant level running annual average exceeded the Department of Health’s compliance requirements. **Operations Lead Rossi** spoke to the Board about the situation occurrence which caused the non-compliance issue and what plans are in place to prevent this occurrence again. **Commissioner Weller** suggested operators perform additional investigative testing and

provide the board an update every 3 months on how things are doing. Office staff has sent out the required violation letter to our customers via mail, email and has been posted on the district's website.

- Water System Plan – Gray & Osborne role & proposal (update) –They are in process of reworking Chapter 2 & 3. **General Manager McRae** indicated that the process is moving slower than normal and has not been provided a timeline for completion. **Commissioner Weller** suggested that we put some pressure on G & O to get this done. All concurred.
- Insurance Renewal – The District's annual insurance premium came due for \$36,768.00. It's up a little over \$4,000.00 from last year. **Commissioner Powell** asked if our water mains were covered due to earthquake. **General Manager McRae** replied that coverage was for structures, equipment and vehicles.

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

- Update & Status of Main Wellfield – causes & remedies – the new vault has been installed at the main well site for the newly remediation work on the chlorination system.
- Update on current CIP projects
 - 107th from Bank Road to Mukai – pictures of the progress to the 107th project was viewed. So far about 800 feet of pipe has been put into place
 - Bank Road West of 115th & Booster Station replacement – Permit paperwork has been submitted
- Update on Capital Spending & Forecast - cash flow forecast was presented, and conversation occurred about funding possibilities.
- Update on UMS (Continental Billing System) – Still some issues with the program but staff is becoming more familiar and easier to work with the software
- Voice of Vashon (VOV) incident during recent power outage – transfer switch failed to transfer the load over to the generator. A VOV employee came on site and caused a confrontation with the operators also on site. An apology has been made by VOV.

• **ADMINISTRATION REPORT**

- General Manager's report – Summary Items – General Manager McRae updated The Board on the changes in chain of command with operations staff. James Rossi has been put in charge of District operations. His title is now Operations Lead and the operators now report directly to him.
- Financial report through October 2020 & Comments on 2021 Budget – General Manager McRae asked about lowering the district's income expectations as well as continuing to stay with the current 10-year forecast. The current budget does not account for current pandemic conditions and it is likely that the district could see a 6-9-month impact on commercial budgeting in 2021.
- Aging Report through October – General Manager McRae noted that the aged receivables are not getting worse, and that most of the unpaid balances are in the 90-day bucket.
- Production report through September 2020 - included in the Board packet was a summary of reporting/compliance and the Out of Compliance Notice on DPBs.
- The Board called for a Special Meeting to be held on Tuesday, December 15th, 2020 at 6:00 PM to discuss the 2021 budget and Water System Plan.

THE BOARD CONCLUDED THE REGULAR MEETING AT 8:33 PM at which time the Board entered Executive Session to review the performance of a public employee under provisions of RCW 42.30.110(1)(g).

EXECUTIVE SESSION: An Executive Session was entered into at 8:33 PM

RETURN TO REGULAR MEETING: The Board came out of Executive Session at 9:00 PM. No action was taken in the Executive Session.

Commissioner Weller moved to conclude the meeting at 9:02 PM; **Commissioner Powell** seconded. Approved unanimously.