

**WATER DISTRICT 19**  
**BOARD OF COMMISSIONERS MEETING**  
**Tuesday, December 8, 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 6:01 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**. Visitor present was Shelby Middling

**VISITOR BUSINESS**

- none

**BOARD – ACTION REQUIRED**

- Approve minutes from Tuesday, November 10th Regular Board Meeting- **Commissioner Powell** made a Motion to approve the minutes as edited; **Commissioner Weller** seconded. Motion approved unanimously.
- Water System Plan – Gray & Osborne role & proposal (update) – General Manager McRae presented a cost structure to complete the district’s 2016 Water System Plan. The Board would like to have Warren Perkins participate in the public meeting as he can respond to public comments. The Board also requested a look at the current version of the whole plan before final publishing layout and before a copy goes to the Department of Health. Commissioner Powell expressed concerns about language in the Water System plan. General Manager McRae suggested a meeting with Warren Perkins to address his concerns.
- WASWD – approval payment of \$2,001.03 for annual dues – Approved

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

- Operator moving off-island – The district learned at the first of the month that one of the district’s operators moved off the island without prior notification to the General Manager. The district’s operators historically have been on Island while they are “on call” so there’s concern about being off Island and not responding to emergencies in a timely manner as stated in the Employee Handbook. The other operators are filling in for the on-call shift until a resolution can be accomplished.
- Update on current CIP projects
  - 107<sup>th</sup> from Bank Road to Mukai – the project is not yet complete as it is taking a little longer than originally expected and we are waiting on some of the required materials to arrive. Current expenses for the project were presented for review.
  - Bank Road West of 115<sup>th</sup> is expected to be completed within 2-3 weeks. The Booster Station @ 115<sup>th</sup> could take 3-6 months to complete due to longer than expected tank delivery.
- Capital Spending & Project Spending – A balance sheet with current capital spending was presented for comment. Some costs are higher due to increases in materials and higher than budgeted staffing hours.
- 2021 Budget Discussion – 2021 budget adjustments to be considered due to slightly lower revenue projections due to the current pandemic conditions.

• **ADMINISTRATION REPORT**

General Manager's report included the following:

- Financial summary report through November 2020 was reviewed. **Commissioner Zuckerman** requested General Ledger numbers be broken down for future reports. The income from water sales is about \$41,000 under budget, possibly due to restaurants and school consumption usage down.
- 2021 Budget update will be discussed and submitted for approval at the December 15<sup>th</sup> Special Board meeting.
- Aging Report through November 2020 – Report was not available
- Production report through November 2020 was included in Board Packet
- Input on December 15<sup>th</sup> Special Board meeting – **Commissioner Powell** would like the focus to be on the Water System Plan and the 2021 budget. He suggested that the district review excess capacity and post wait list policy in January 2021.

• **Commissioner Weller** made a Motion to conclude the meeting at 7:51; **Commissioner Powell** seconded. Motion passed unanimously.