

WATER DISTRICT 19
BOARD OF COMMISSIONERS MEETING
Tuesday, August 10, 2021

REGULAR MEETING 6:00 PM

Board President Bob Powell called the Regular Meeting of the Water District 19 Board of Commissioners to order at 6:10 PM. Those also in attendance were **Commissioners Seth Zuckerman** and **Mike Weller**, **General Manager Jim McRae**, and **Office Administrator Melody Snyder**. Visitor present was Don Asher of Madrona Cove Water System.

• VISITOR BUSINESS

- Madrona Cove SMA revisions - Don Asher submitted some changes to the SMA agreement that needed approval by the Board. Changes to the agreement included refunding \$3,500.00 that is being held in a trust account managed by the District and instead requiring the landowners of Madrona Cove to make a \$1,500.00 payment into the trust account when they sign up for an Application for Water Service from the District. The \$3,500.00 refund will occur when more than four of Madrona Cove customers apply for service. A modification to the Application for Water Service Form was also adopted. **Commissioner Powell** agreed in principle with the changes submitted; **Commissioner Weller** seconded. All approved.

• BOARD – ACTION REQUIRED

- Approve minutes from Tuesday, July 13, 2021, Regular Board Meeting – **Commissioner Powell** made a Motion to approve the minutes as amended; **Commissioner Weller** seconded. All approved.
- Approve to Release two applications for well sites on Maury Island and near the Vashon High School – General Manager McRae explained to the Board there were two applications for sites to drill a well that were requested many years ago by the district. The Department of Ecology is wanting to know if the district still wants to continue with those applications. **Commissioner Powell** said that the well application for a site on Maury Island is probably not necessary, but the High School is a plausible site. He would like **General Manager McRae** to get in contact with the Department of Ecology to find out what is needed to keep the one application located near the Vashon High School property.
- Review & Approve Chapter 8 of WSP and to send to G&O - The Board went through Chapter 8 and made changes to a couple of the tables that had the wrong data entered. To get the plan moving along, **Commissioner Zuckerman** suggested that Chapter 8 should be sent to G & O even though there still may be some changes forthcoming.
- Review & Approve Chapter 9 of WSP and to send to G&O – The Board reviewed Chapter 9 and made some minor changes.
- Set date for public meeting for Water System Plan – General Manager McRae had a prior conversation with Kerri Sidebottom of G & O and the recommendation was to set a date for public review. The Board decided that at the October 12th Regular Board meeting would be the best to begin the process to present to the public. The time of the meeting will be decided later.
- Shut-Off Moratorium discussion/action - **Commissioner Weller** had communicated to General Manager McRae about Governor Inslee’s Emergency Proclamations preventing utility penalties and shut-offs was set to expire September 30, 2021. He suggested that the district adopt the Governor’s recommendations which requires a list of procedures to follow before the district shuts off our customers water for non-payment.

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

- Melody Snyder Retirement – After 20 years of employment, Office Administrator Snyder rendered her resignation effective January 31st, 2022. General Manager McRae will work on getting a job posting by October.
- Financing Capital Projects & balance sheet data was provided by General Manager McRae for review
- Update on Personnel Issues/Concerns – Overtime issues by operators and vendor non-compliance policies were discussed. General Manager McRae was enlisted by the Board to work with staff to resolve those issues.
- Revision of policy relating to transferring of water units – tabled for another meeting
- Executive Session – After discussion with General Manager McRae and Office Administrator Snyder, the Board determined that no Executive Session was necessary.
- **Commissioner Powell** cannot make the regular September 14th, meeting so the Board changed the regular meeting to September 7th, 2021 @ 6:00 PM. The Board also spoke about having a Special Meeting on September 21st. Time to be determined.

• **ADMINISTRATION REPORT**

- General Manager's report
- Financial report through July 2021
- Operations & Production report through July 2021- material was provided for review

Commissioner Weller made a Motion to conclude the meeting at 8:50 PM; **Commissioner Zuckerman** seconded. Motion passed unanimously.