

WATER DISTRICT 19
BOARD OF COMMISSIONERS MEETING
Tuesday, October 12, 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 6:18 PM. Those also in attendance were **Commissioner Seth Zuckerman** and **Mike Weller**, **General Manager Jim McRae**, and **Office Administrator Melody Snyder**. Visitor present was Kim Roeser and Bruce Wittenmyer by ZOOM conferencing.

• **VISITOR BUSINESS**

- Bruce Wittenmyer was a visitor by Zoom Conferencing. Mr. Wittenmyer is requesting the district grant him an exception to the water unit rule. He currently owns a parcel with a water unit that is on the market for sale. He would like to own the water unit without it being attached to a property and be able to attach the water unit to another property he might purchase later in Water District 19's service area. The parcel with the water unit is on the market for sale.

• **BOARD – ACTION REQUIRED**

- Bruce Wittenmyer Request – portable water share – **Board President Powell** told Mr. Wittenmyer that the idea of a portable water unit is contrary to the district's guidelines pertaining to the transfer of water units. If he had a specific parcel to transfer the water unit to, then the Board could consider his request but without another parcel to transfer the water unit to, the Board cannot. Other options were discussed, but the Board denied his request.
- Approve minutes from Tuesday, September 7, 2021, Regular Meeting – **Commissioner Zuckerman** made a Motion to approve the minutes as presented; **Commissioner Powell** seconded. Approved unanimously. Tuesday, September 21, 2021, Special Meeting – **Commissioner Powell** made a Motion to approve the minutes as revised by **Commissioner Zuckerman**; **Commissioner Weller** seconded. Approved unanimously.
- Review/Approve changes to Madrona Cove submitted by MCWS – **Commissioner Weller** made a Motion to approve the amended Application for Water Service form and the amended First Amendment to the Satellite Water System Agreement; **Commissioner Powell** seconded the Motion. Approved unanimously.
- Next steps to complete WSP & work with G&O – **General Manager McRae** suggested having Kerrie Sidebottom from G&O do the final edits to the work that needs to be done on Chapter 9. **Commissioner Powell** wants to be sure that the tables and numbers match the spread sheet and that they are consistent. He will be the point person with Kerri to help expedite the process. **General Manager McRae** will contact Kerrie to find out how much time she will need.
- Set November date for public meeting for Water System Plan - Tabled
- Approve purchase of replacement of laptop for the office minute taking – The board asked **General Manager McRae** to double check with Frederick Granado on the laptop necessity. The board discussed purchasing a new laptop for Field Operators instead and using the old laptop for the office minute taking. **Commissioner Powell** made a Motion to approve the purchase of the laptop for Field Operators; **Commissioner Weller** seconded. Motion passed unanimously.
- Approve Communications Re-Wiring proposal – The proposal to clean up the wiring mess in the backroom is estimated around \$6,000.00. **Commissioner Zuckerman** asked General Manager McRae to check with our IT about using the cloud for some of our storage considerations to reduce

some of the wiring connections. He also noted that the district has lived with this wiring situation for some time now, doesn't feel it's a necessary expenditure right now. **Commissioner Powell** commented that moving from a local server to cloud services solves certain security issues and greatly reduces costs.

- Shut-Off Moratorium discussion/action – The board decided to postpone the 10-day period from when the district sends out shut off notifications for water service to 15 days to give our customers more time to pay. The Board also requested that the office staff make calls to our delinquent customers giving them sufficient time to work out payment plans to prevent disconnection of service.

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

- Financing Capital Projects & balance sheet review – Discussion occurred on how to fund the CIP program moving forward. The goal is to maintain at least \$600,000 in the district's bank account balances, and at least \$300,000 in the cash maintenance fund. General Manager McRae reported that there are no Capital Projects in progress.
- Revision of policy relating to the transferring of water units - Tabled
- General Manager Applications - deadline of October 15th set in place for submission of applications. The new General Manager hopefully will be in place by December 2021 or January of 2022. Interviews will be set by the Board after the application deadline date has passed.

• **ADMINISTRATION REPORT**

- General Manager's report – Provided in Board Packet
- Financial report through September 2021- Provided in Board Packet
- Operations & Production report through September 2021 – unavailable

THE BOARD CONCLUDED THE REGULAR MEETING AT 8:10 PM at which time the Board entered Executive session to evaluate the qualifications of an applicant for public employment under provisions of RCW 42.30.110(1)(g).

EXECUTIVE SESSION: An Executive Session was entered into at 8:12 PM.

RETURN TO REGULAR MEETING: The Board came out of Executive Session at 8:27 PM. No action was taken in Executive Session.

Commissioner Weller moved to conclude the meeting at 8:28 PM; **Commissioner Powell** seconded. Approved unanimously.