

Water District 19
Board of Commissioners Meeting
Tuesday, September 13, 2022

Regular Meeting 6:00 PM

Board President Seth Zuckerman called the Regular Meeting to order at 6:03 PM. Those also in attendance were **Commissioners Mike Weller** and **Robin Pfohman**, **General Manager John Martinak**, **Operations Lead Armin Wahanik** and **Office Administrator Melody Snyder**.

6:03 Call to Order – **Commissioner Zuckerman**

Guest – None Scheduled

Approval of Previous Meeting Minutes – Monday, August 8th, 2022, Regular Meeting: **Commissioner Weller** made a Motion to approve the minutes as amended; **Commissioner Pfohman** seconded. Unanimously approved.

System Operations Report – **Operations Lead Wahanik** provided a recap of events that occurred in August: There were a few leaks that were repaired. One leak was a phantom water line. Apparently, the line was not connected to anything. They cut and capped the line as it was corroded. There were some issues with one of the replacement pumps at Ellis Creek. One of the bearings failed and it had to be pulled. Operators are not sure what the defect is, but Utility Services Co. will check the pump to see what happened. The second pump is working seamlessly. Peak day for August was 577,000 gallons, a reduction from July and August of 2021. Operator in Training Jayce Alberthal is knee deep in the apprentice program. He'll be heading out tomorrow to Shelton, WA for more training. The flushing program will continue this fall, details to come later. Still waiting for the chlorine analyzer, delays due to microchip shortages. The leaking valve repair at Morgan Hill is not complete, still waiting for materials to arrive. The roof at Morgan Hill is being replaced. Staff has been doing the work.

Financial Report – **General Manager Martinak** – reported that financially the district went into the black, due to more revenue from (seasonal) water sales. The district also received a substantial refund from the district's L&I retrospective rating pool which has helped. The district is hovering around the breakeven point. Given that the district has been focused primarily on routine O&M, it was hoped that more money could have been put into reserves. General Manager Martinak anticipates undertaking a deeper dive into Profits & Losses for the 2023 operating budget.

The Board of Commissioners discussed clearing out the current waiting list. The current list has 3 applicants requesting 37 water units. The top applicant has indicated that they probably would only buy 3 of their 32 units water units on the wait list. If that occurs, that will reduce the waiting list units down to 8. It was the sense of the Board to offer our zero use customer accounts the option to sell back their water units which would be offered to the individuals on the waiting list. Office Administrator Snyder will make contact with those zero use customers about an offer to buy back their water unit.

General Manager Martinak participated in an Environmental Finance Center webinar on water utility rate setting. The board discussed ways to research the rate structure to invest in the infrastructure. The District plans to take advantage of EFC's free rate analysis and asset inventory management services.

New Business and/or Action Items:

- **Coliform Monitoring Plan Notification Process** – Information Item – **General Manager Martinak** shared with the Board the Department of Health’s suggestions for the district to use in preparation of a Coliform Monitoring Plan manual. Mainly they want to make sure that the district’s policy direction includes informing the board of any coliform event, and the board having a voice in the timing of the notification to the public. Each situation can be evaluated differently based on the type of hit and if the hit is localized.
- Audit – Information Item – **Commissioner Zuckerman** was provided with the paper work from the Washington State Auditor’s Office for his signature which acknowledges the Accountability Audit in process. Commissioner Zuckerman had also met with the auditor by ZOOM conferencing.
- Clarification on policy regarding sick leave payout to exiting employees – Action Item: **Commissioner Weller** made a Motion to clarify the sick leave payout language in the Termination of Employment section of the Employee Handbook to reflect the sick leave payout at one-half the employee’s regular rate of pay which is also consistent with the Labor Agreement Handbook; **Commissioner Pfohman** seconded. Motion unanimously approved.
- Madrona Cove SMA/CWAs – Discussion/Action Item – recap: **General Manager Martinak** has been getting calls from an individual that has purchased property in Madrona Cove about getting water hook ups. It appears that there is confusion between this individual and the Madrona Cove developer, Don Asher. The District is basically caught in the middle. General Manager Martinak has been encouraging those individuals to speak with Mr. Asher. The Board is in agreement to ask Mr. Asher to attend a district meeting so that these issues can be discussed. The board wants to see more transparency and disclosure from the Madrona Cove water system.

Old Business:

- 115th & Bank Rd Booster Station – Discussion Item: **Project Manager McRae** has been in contact with Mr. Nishiyori concerning the easement contract. There has been no signed easement yet, but Mr. Nishiyori has agreed to the easement, so long as it does not exceed 15 years. The district’s attorney has reviewed the easement. **General Manager Martinak** will ask Gray & Osborne to submit a proposal for the design of a DOH approved booster station to replace the one currently in use.

THE BOARD CONCLUDED THE REGULAR MEETING AT 7:48 PM at which time the Board entered executive session to review the performance of a public employee per RCW 42.30.110(i)

RETURNED TO REGULAR MEETING: The Board returned from executive session at 8:02 PM. No action was taken in executive session.

The Board called for a Special Meeting to be held Thursday, September 22nd, 2022, at 6:00 PM in the district’s boardroom. The purpose of the special meeting is to discuss the recently approved Water System Plan and other business as necessary.

Next Regular Meeting to be held on the third Tuesday, October 18th, 2022, instead of the second Tuesday, as General Manager Martinak will be on vacation and the Board would like his participation.

Adjournment

There being no further business to come before the Board, the Commissioners moved to adjourn the meeting at 8:23 PM.