

**Water District 19**  
**Board of Commissioners Meeting**  
**August 8, 2023**

**Regular Meeting 6:00 PM**

**Board President Seth Zuckerman** called the Regular Meeting to order at 6:01 PM. Those also in attendance were **Commissioner Mike Weller, General Manager John Martinak, Operator in Responsible Charge Armin Wahanik, Operations Tech Keven Jones, and Office Administrator Melody Snyder.**

6:01 PM Call to Order – **Commissioner Zuckerman**

**Approval of Previous Meeting Minutes** – Tuesday, July 11<sup>th</sup>, 2023 - **Commissioner Weller** made a Motion to approve the minutes as amended; **Commissioner Zuckerman** seconded. Unanimously approved.

**Review of Vouchers/Warrants/Electronic Payments – Maintenance Fund Vouchers #27507 through #27532 totaling \$40,413.29. Construction Fund Voucher #18346 totaling \$7,000.00. Capital Improvement Fund Voucher #12302 through #12303 totaling \$5,187.86. Payroll Warrants #4129 through #4145 totaling \$36,965.65 and Payroll EFT Direct Deposits totaling \$12,546.70 dated 07/17/23 and 08/01/23. Electronic payments dated 07/18/23, 08/02/23 and 08/08/23 totaling \$9,059.84 and Department of Revenue payments for \$9,055.57.** **Commissioner Weller** made a Motion to approve the vouchers as submitted and seconded by **Commissioner Zuckerman.** Motion carried.

**System Operations Report – OIRC Wahanik** – Even though precipitation has been well below normal this year, water demand has not spiked and is tracking like a typical year. This may be a reaction to the District’s increasing block rate structure. The Chlorine Analyzers have been installed at the Well Site but are not yet integrated into the SCADA system. S & B requires two weeks of lead time prior to connecting the analyzers to SCADA and will be contacted once the conduit has been installed and signal wires have been pulled. Project completion is expected in September. The Water Treatment Plant has been running full time, 14 – 17 hours of run time per day. Source production is keeping up with demand. The district is waiting to receive an updated proposal for the replacement of Pump #2 at the Ellis Creek pump station. The updated proposal is to include a sole plate and flex coupling to help minimize pump vibration. **General Manager Martinak** reported the District is capitalizing on new hire **Keven Jones’** GIS tracking experience. He has been mapping out customer’s meters. The west recycle pond has been cleaned, sludge removed.

**Financial Report – General Manager Martinak** – The District’s remains within the projected budget for 2023 and reserves continue to increase. Revenue through July outpaced expenses with an operating ratio of 1.18. Expenses are expected to rise in upcoming months, potentially outpacing revenue. Meter/MXU replacements and a new handheld meter reading device will cost ~\$60,000. The tree removal and survey authorized last month, plus potential legal fees to resolve

any potential encroachment issues is anticipated to cost \$13,000 -\$15,000; and new pump installation at Ellis, about \$16,000.

#### **New Business:**

- Water share Buyback – One applicant turned down the water unit they were offered, and two customers have sold back their zero use accounts. These water units will be offered to the next applicants on the buyback list.
- Handheld Meter Reading Device – Discussed earlier in the meeting.
- Response to DOH Sanitary Survey Report – **General Manager Martinak** will be sending out the response August 9<sup>th</sup>.
  - Storage Tank Vent Upgrades – regulations have changed, existing air vents on the 625 and Morgan Hill storage tanks are out of compliance. Waiting for bids for DOH approved mushroom-style vents from a tank fabricator and will also invite bids from an island metal fabrication shop.
  - Treatment Optimization Program – General Manager Martinak discovered that a prior Board of Commissioners had already adopted a Treatment Optimization Program Resolution. It had fallen off of the radar.
  - Standard Operating Procedures – Keven Jones will serve as lead on developing SOPs and O&M schedule. As per DOH remarks, SOPs for the Treatment Plant and start-up of Morgan Hill and Vashon Meadows will be the first SOPs developed.

#### **Old Business:**

- Hazardous Tree/Encroachment
  - Tree Removal – A tree on District property has been identified as posing a threat to structures owned by Rondi Lightmark and Mark Yeoell. Island Forestry is scheduled to remove the tree on the 17<sup>th</sup> and 18<sup>th</sup> of August.
  - Line Survey – A survey of the District's property east line at Ellisport has been commissioned. The surveyor has communicated that it will take some time to sort through relevant filings with King County Records Department prior to the actual survey and marking of the property line.
  - Potential Encroachment – Tabled until the survey has been completed.

**Schedule Next Meeting** – Tuesday, September 12<sup>th</sup>, 2023, at 6:00 PM.

At 7:37 PM, **Commissioner Zuckerman** announced that the Board of Commissioners will meet in closed session to discuss labor negotiation.