

Water District 19
Board of Commissioners Meeting
December 18, 2023

Regular Meeting 6:00 PM

Board President Seth Zuckerman called the Regular Meeting to order at 6:02 PM. Those also in attendance were **Commissioners Mike Weller** and **Robin Pfohman**, **General Manager John Martinak**, **Operator in Responsible Charge Armin Wahanik** and **Office Administrator Melody Snyder**. Visitor present was Mason Gerety – Vashon Food Bank representative.

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

Approval of Previous Meeting Minutes – Thursday, November 14th, 2023 – Regular Meeting. **Commissioner Weller** made a Motion to approve the minutes as amended; **Commissioner Pfohman** seconded. The Motion passed unanimously.

Visitor Business – Mason Gerety, representative of the Vashon Food Bank, presented plans for a new addition at the Methodist Church location. The Methodist Church owns the property, the Food Bank will be funding the addition. They will need a CWA at some point to begin the construction. They are not sure yet on how to proceed with water service to the addition as the current connection is not large enough for projected needs. Various suggestions were discussed such as a larger service line, or a new water service connection. Mason was here to receive feedback from the Board. He will also be discussing these ideas with their civil engineer and follow up later with the District.

System Operations Report – OIRC Wahanik – The Board was updated on an emerging issue with the access road to Beall Creek. He has noticed some separation in the soil around the access road. He will do more investigation and work with Operations Technician Kassik who has experience with this type of situation. OIRC Wahanik also reported that Morgan Hill Well should be back on-line sometime this week. Residual sampling has been taking less time, using less water to get the results. A leak detection survey was conducted on a portion of the distribution system. The final report on the report is expected any day now.

Financial Report – General Manager Martinak – Through November, operating income was \$243,000 over this time last year, expenses down \$29,000, and reserves are up \$795,000. The increase in operating income is the result of 2023 rate increases and slightly higher water sales than in 2022. The drop in expenses is largely due to an (unplanned) reduction in staff. Reserves benefitted from the release and sale of 28 new water units. There is approximately \$40,000 in operating expenses for 2023 still pending: replacement of Ellis Pump #2, meter replacement supplies on backorder. Work continues on the 2024 budget. When completed, it will provide a financial forecast through 2029, including anticipated expenses/capital improvements and funding sources. Operating income has been tracking closely with projections in the current Water System Plan (WSP) while expenses are ~23% over what was expected. The WSP underestimated increases in field staff wages, meter replacement program, insurance and power (PSE).

New Business

- 2024 COLA Increases – The Operators Union contract agreement has a mandatory COLA increase matching Seattle-Tacoma CPI from June to June. The CPI from 6/2022 to 6/2023 4.6%. **General Manager Martinak** made a request of the Board to apply the same COLA increase to the administrative staff. Motion was made by **Commissioner Weller** to apply the 4.6% COLA to the administrative staff effective January 1st, 2024; **Commissioner Zuckerman** seconded, and the Motion carried unanimously. General Manager Martinak also informed the Board that they are eligible for an increase in their pay starting January 1st, 2024. Special purpose districts elected commissioners, board members, supervisors, and directors of special purpose districts receive increases in compensation every five years as established by the Washington State Office of Financial Management. Payment of compensation for each commissioner *shall* be at a rate of \$161 per day, with compensation for each commissioner not to exceed \$22,540 per year. The Board will take action to establish that new rate by next month.
- Beall Stream Intake Improvements – Information Item – Greg Rabourn (King County Watershed Steward) met with General Manager Martinak and Operations Technician Keven Jones to discuss the 2018 Beall Fish Passage/Source Intake Improvement project. Mr. Rabourn was optimistic about the availability of grant funding available for this project and wanted to know if the District was still interested. Benefits to the District would be better source management and reduced maintenance. **The Board** is in favor of the project and directed General Manager Martinak to work with Mr. Rabourn to explore funding options. Commissioner Weller also offered his assistance in moving this project forward.

Old Business:

- Small Parcel for Sale in Ellis Creek Basin – Update – The bidding documents, and cashier's check for \$535.00 were sent priority mail on 11/15/2023 for the auction. The District was told that the funds were not received, and the District was unable to bid on the parcel. The deadline for receipt of the deposit was 11/23/2023.
- Staffing – Update/Discussion – Operations Technician Kassik had been out on medical leave for the past two weeks. He returned to work today.
- Hazardous Tree/Encroachment
 - Tree Removal – Information Item – The tree is still standing; limbs have been removed. No contact from the tree removal vendor, nor has he been paid.
 - Line Survey – Information Item – Loren Dunn, legal counsel for the District has been unavailable due to health issues. He has scheduled a phone meeting this Wednesday with General Manager Martinak in which he will provide options in resolving the issue of encroachment onto District property.
- Labor negotiations - Information item – A pre-mediation meeting is being scheduled to identify issues to be addressed during PERC Mediation. A meeting has tentatively been scheduled for early January 2024.

Review of Vouchers/Warrants/Electronic Payments – Maintenance Fund Vouchers #27625 through #27658 totaling \$53,103.14. Capital Improvement Fund Voucher #12311 totaling \$979.29. Payroll Warrants #4194 through #4209 totaling \$37,633.60 and Payroll EFT Direct Deposits totaling \$13,226.08 dated 11/16/23 and 12/01/23. Electronic payments dated

11/17/23,12/04/23 and 12/11/23 totaling \$9,351.36 and Department of Revenue payment for \$7,841.75. **Commissioner Pfohman** made a Motion to approve the vouchers as submitted and seconded by **Commissioner Weller**. The Motion carried unanimously.

Next Meeting – Tuesday, January 9th, 2024

There being no further business to come before the Board, Commissioner Pfohman made a motion to adjourn the meeting at 7:54 PM. Commissioner Weller seconded, and the motion carried unanimously.