

Water District 19
Board of Commissioners Meeting
January 9, 2024

Regular Meeting 6:00 PM

Board President Seth Zuckerman called the Regular Meeting to order at 6:05 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**.

6:05 Call to Order – **Commissioner Zuckerman**

Approval of Previous Meeting Minutes – Monday, December 18, 2023 – Regular Meeting. **Commissioner Pfohman** made a Motion to approve the minutes as amended; **Commissioner Weller** seconded. The Motion passed unanimously.

System Operations Report – OIRC Wahanik – The production and consumption report for 2023 was presented. December’s customer usage data was not yet available. The Beall Creek access road situation discussed at December’s meeting (slope stability) has yet to be addressed. OIRC Wahanik would like a Geotech to assess and provide a professional opinion. The Ellis pump is expected to be installed soon. The well site chlorine analyzer project is complete. Leak detection service discovered a couple of leaks in the distribution system. Current distribution leakage is estimated to be at 8%, distribution losses <10% are considered to be acceptable. A cold snap is predicted for the weekend, it is typical for a number of customers to experience leaks due to frozen/burst pipes during such events. Morgan Hill is online and available as needed.

Financial Report – General Manager Martinak –

- Investment income was not available in time for the meeting. 2023 ended with lower expenses and higher reserves than initially projected. Rate increases and higher water usage generated additional income while a reduction in expenses reflected an unplanned reduction in staff (only three operators for half of 2023), fewer emergency repairs, and several tasks targeted for 2023 that were not completed. The Ellis pump replacement slated for later this week will cost ~\$16,000. A budget for 2024 was presented along with profit/loss projections through 2029. Holes in the existing budget were identified and discussed along with the need for a comprehensive asset management program. **Commissioner Weller** made a Motion to adopt the status quo budget (no rate increase) as presented, **Commissioner Pfohman** seconded. Unanimously approved.

New Business

- 2024 Compensation Adjustment for Commissioners – The Washington State Office of Financial Management’s salary increase for elected officials of \$161.00 per meeting will be in effect starting with the January 2024 payroll.
- Ellis Watershed Parcel – The District’s legal counsel provided input on the two buildings that are currently encroaching onto District property. Counsel will draft a letter to the property owners which outlines acceptable options for resolving the situation.

Old Business

- Staffing – Update/Discussion – General Manager Martinak met with a prospective new hire for a 3rd interview and is prepared to make an offer, pending interviews with her references.
- Labor negotiations – A negotiation session is being planned for the week of the 22nd. If this session does not produce a CBA accepted by both parties, an application for PERC Mediation will be submitted.

Review of Vouchers/Warrants/Electronic Payments – Maintenance Fund Vouchers #27659 through #27690 totaling \$131,163.54. Capital Improvement Fund Voucher #12312 totaling \$1,603.18. Payroll Warrants #4210 through #4224 totaling \$34,608.61 and Payroll EFT Direct Deposits totaling \$11,991.88 dated 12/18/23 and 01/02/24. Electronic payments dated 12/19/23, 01/03/24 and 01/12/24 totaling \$8,673.13 and Department of Revenue payment for \$6,905.52. Commissioner Pfohman made a Motion to approve the vouchers as submitted and seconded by Commissioner Zuckerman. The Motion carried unanimously.

Schedule Next Meeting – Tuesday, February 13th, 2024

At 7:45 PM, **Commissioner Zuckerman** announced that the Board of Commissioners will leave the regular meeting and meet in Executive Session until 8:30 PM to review the performance of a public employee as allowed by RCW 42.30.110(1)(g).

The Board is not expected to take further action following the Executive Session.

At 8:36 PM the Board came out of Executive Session and called the regular meeting back to order.

There being no further business to come before the Board, **Commissioner Pfohman** made a motion to adjourn the meeting at 8:36 PM; **Commissioner Zuckerman** seconded.