

**Water District 19**  
**Board of Commissioners Meeting**  
**July 09, 2024**

**Regular Meeting 6:00 PM**

**Board President Seth Zuckerman** called the Regular meeting to order at 6:03 PM. Also in attendance was **Commissioner Michael Weller** and **Commissioner Robin Pfohman**, **General Manager John Martinak**, **Operator in Responsible Charge Armin Wahanik** and **Office Administrator Melody Snyder**.

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

**Approval of Previous Meeting Minutes** – Tuesday, June 11, 2024, Regular Meeting. **Commissioner Weller** made a motion to approve the minutes as amended and seconded by **Commissioner Pfohman**.

**Review of Vouchers/Warrants/Electronic Payments – Maintenance Fund Vouchers** #27841 through #27871 totaling \$51,412.72. **Capital Improvement Fund Voucher** #12318 totaling \$4,348.69 and **Construction Fund Voucher** #18347 totaling \$7,000.00. **Payroll Warrants** #4308 through #4322 totaling \$31,394.35 and **Payroll EFT Direct Deposits** totaling \$10,451.83 dated 06/17/24 and 07/01/24. **Electronic payments** dated 06/18/24, 07/02/24 and 07/09/24 & totaling \$7,788.06 and Department of Revenue payment for \$7,159.86. **Commissioner Pfohman** made a motion to approve the vouchers as submitted and seconded by **Commissioner Zuckerman**. Motion unanimously approved.

**System Operations Report – OIRC Wahanik** – There was a leak on 182<sup>nd</sup> and Vashon Hwy. It was repaired the same day it was discovered. The chemical feed pump at Morgan Hill failed. It wasn't pumping chlorine into the tank and wasn't discovered until the next day. The Department of Health was notified in the appropriate timeline; district was not in violation. Commissioner Pfohman wanted to know if anyone was doing quarterly exercising of the Beall Well. OIRC Wahanik said they were not. General Manager Martinak had discovered that some of the parts for the chlorine analyzer for Beall Well had been removed and not replaced. An SOP will be developed for exercising the Beall Well. Ellis pump two went out. The bearing failed; Ed from Utility Services thinks the shaft has a deformity and doesn't believe they fixed the whole pump when it was serviced earlier this year.

**Financial Report – General Manager Martinak** – Expenses were lower than anticipated in June. A lull in purchases and an unplanned reduction in payroll had revenue outpacing expenses by \$53k for the month. Operating ratio for the year is at 1.1, and 1.31 over the past 12 months. Water sales are down slightly over last year.

**New Business**

- Water System Plan update schedule – No progress. **General Manager Martinak** has not yet found time to identify scope of work and/or develop a timeline for completion.
- Approval of Amendments to Interlocal Government Agreement & Authorization. **Commissioner Zuckerman** made a motion to approve the Interlocal Government Agreement as presented; **Commissioner Weller** seconded. Unanimously approved.

- ADU rate structure – **Commissioner Zuckerman** would like to revisit the pricing of the ADU rate structure at some point this year.
- Reaching out to PSE for power savings. Commissioner Zuckerman offered to make contact with PSE about a possible Business Demand Response savings.

### **Old Business**

- Water Unit Allocation Policy/2023 Water Unit Buy-Back List – The Board determined that more time was needed to work on the potential policy changes to the water unit allocation process and called for a Special Meeting to be held on Monday, July 22<sup>nd</sup>, 2024, at 6 PM.
- Encroachment – GM Martinak followed up with both Ms. Lightmark’s and the Yeoell’s attorneys on their progress. Ms. Lightmark’s attorney needed more time to complete survey of her property. The attorneys for the Yeoell’s has not submitted their proposal. The tree that started this issue has finally been cut down.
- Staffing – No leads on the operator position, slow progress.
- Vashon Hwy Main Replacement – Shared job specifications with Commissioner Weller, drawings are approved. Gray and Osborne is putting together a bid package. The Right of Way permit for the project expires in September.

**Schedule Next Meeting:** Special Meeting as noted earlier, Monday, July 22<sup>nd</sup>, 2024, and next Regular Meeting will be held Tuesday, August 13<sup>th</sup>, 2024.

**Commissioner Pfohman** made a motion to adjourn the meeting at 7:55 PM; **Commissioner Weller** seconded. Motion unanimously approved.