

**Water District 19**  
**Board of Commissioners Meeting**  
**December 10, 2024**

**Regular Meeting 6:00 PM**

**Commissioner Seth Zuckerman** called the Regular Meeting to order at 6:00 PM. Those also in attendance were **Commissioners Mike Weller** and **Commissioner Robin Pfohman**, **General Manager John Martinak**, **Operator in Responsible Charge Armin Wahanik** and **Office Administrator Melody Snyder**. Visitors present were Richard Bard and, from the Vashon Beachcomber, Mari Kanagy and Alex Bruell.

6:00 Call to Order – **Commissioner Zuckerman**

**Approval of Previous Meeting Minutes** – Tuesday, August 27<sup>th</sup>, 2024, Regular Meeting. **Commissioner Weller** made a motion to approve the minutes as amended; **Commissioner Pfohman** seconded the motion. Motion carried unanimously. Wednesday, September 11<sup>th</sup>, 2024, Regular Meeting. **Commissioner Pfohman** made a motion to approve the minutes as presented; **Commissioner Weller** seconded the motion. **Commissioner Zuckerman** abstained from the motion. Wednesday, November 13<sup>th</sup>, 2024, Regular Meeting. **Commissioner Weller** made a motion to approve the minutes as amended; **Commissioner Pfohman** seconded the motion. Motion carried unanimously.

**System Operations Report – OIRC Wahanik** –There was a leak on Soper Road which was repaired immediately, Zellerhoff Construction assisting with repairs. Vents for the 625-gallon water tank and Morgan Hill tank were installed. Operations Tech 2 Joey Mayorkinos started on the 18<sup>th</sup> of November. He should be ready for rounds and being on call in January 2025. Operator in Training McKenzie Bomber has been swapping out meter registers and installing electronic transmitters.

**Financial Report – General Manager Martinak** – Reserves on 11/30/2024 were \$2,149,123 and the year-to-date Operating Ratio stood at 1.3. Additional expenses in 2025 will include \$346,140 in King County franchise fees, DWSRF Loan payments (up to \$160,269/year), and algae prevention/recycle water treatment expenses (estimates not available at this time).

**New Business**

- Rebidding of 216<sup>th</sup> Main Replacement Project – General Manager Martinak contacted Gray & Osborne about DWSRF Loan requirements that are missing from project specifications, such as Davis-Bacon & Build America Buy American provisions. Without meeting all the requirements of the loan, funds will not be released to the District. Compliance and access to DWSRF funding requires that the current contract with Reed Trucking be cancelled “for convenience”, job specifications be revised to meet loan requirements, and the project be rebid. The District will be required to reimburse Reed Trucking for expenses incurred since the contract was awarded. **General Manager Martinak** will contact the assigned DOH loan officer, update them on the situation, and determine the best way to proceed. The Board asked G&O to attend the January 14<sup>th</sup> Board Meeting to further discuss the situation.
- Compensating KC for use of ROW – General Manager Martinak provided bi-monthly billing options for funding the newly imposed King County franchise fees. The Board is considering an ~\$18 assessment per account per billing cycle. This would pay back the retroactive fee of \$346,000 in three years’ time. This fee would be reduced to a \$5-\$6 assessment to cover ongoing annual franchise fees once the retroactive fees have been collected. **General Manager Martinak** will contact King County for clarity on how the identified fee was assessed, and if the retroactive fees can be paid as collected, on an

installment plan. **General Manager Martinak** will also seek clarification on how to deduct fire flow expenses from the quoted fee.

- Data Backup Upgrades – General Manager Martinak received more information from IT Consultant Frederick Granado about the backup requirements. Changes in regulations may require the District to maintain onsite (tapes) and offsite (Cloud based) system backups. Cloud based backups are expected to cost ~\$400/year per server (1-server for office; 1-server for SCADA). Frederick was not available to attend this meeting but plans on attending the January 14<sup>th</sup> meeting to better explain options and expenses.

#### **Old Business:**

- Water Unit Allocation Policy – Review of Comments from 11/21/2024 Special Meeting – **Commissioner Zuckerman** would like to survey the individuals on the “buy-back list” to get feedback on changes to the allocation policy. He will be drafting the survey form to be sent out.
- Treatment Plant Wastewater/Recycle Pond Issues– General Manager Martinak will be submitting proposed pond covers to DOH for approval. Baseline data is being gathered and evaluated to increase plant efficiency/reduce wastewater production. Preliminary data suggests room for improvement in clarifier performance and reductions of filter-to-waste events. Modifications to existing strategies in chemical dosing, clarifier wash rates, and filter backwashing practices may improve treatment efficiency. A site visit/plant evaluation is planned by G&O’s resident Level 3 Water Treatment Plant Operator.
- Staffing – Update/Information Item – The announcement for a full-time administrator is expected to be posted next week. Negotiations continue with a candidate to fill the vacant position in operations. It is hoped that negotiations will conclude by year’s end.

**Review of Vouchers/Warrants/Electronic Payments – Maintenance Fund Vouchers #27988 through #28018 totaling \$31,546.38. Capital Improvement Fund Voucher #12340 totaling \$3,895.28. Payroll Warrants #4383 through #4396 totaling \$32,194.21 and Payroll EFT Direct Deposits totaling \$10,596.06 dated 11/18/24 and 12/02/24. Electronic payments dated 11/19/24, 12/03/24 and 12/11/24 totaling \$7,775.92 and Department of Revenue payment for \$6,786.01. Commissioner Pfohman made a motion to approve the vouchers as submitted. Commissioner Weller seconded. Motion carried.**

The Board decided another special meeting was necessary to continue discussion of the allocation policy and decided on Tuesday, January 7<sup>th</sup>, 2025, at 6:00 PM here in the district’s board room.

There being no further business to come before the Board of Commissioners, **Commissioner Pfohman** made a motion to conclude the meeting at 8:14 PM: **Commissioner Weller** seconded the motion. The motion passed unanimously, and the meeting was adjourned.