# Water District 19
Board of Commissioners Meeting
**September 22nd, 2026**

## Regular Meeting 6:00 PM

**Commissioner Pfohman** called the Regular Meeting to order at 6:01 PM. Those also in attendance were **Commissioner Angela Marshall**, **General Manager John Martinak**, **Operations Lead Armin Wahanik** and **Office Administrator Heidi McWatters**. Guests included: Peter Gale, Ignacio Ordonez, Mathew DuBore and Felix DuBore. **Commissioner Seth Zuckerman** joined the meeting later via telephone.

6:01 PM Call to order – **Commissioner Pfohman**

**Guest: Mapleline Apartments: water unit transfer/water use projections/CWA** – The project entails building five six-unit apartment buildings on a parcel that currently has 9 water units with the option of transferring an additional water unit to the parcel. The nine existing water units allow for an estimated maximum day demand (MDD) of 5,400 gallons per day (gpd). The transferred water unit would raise the MDD to 6,200 gpd. The submitted water use projections identify a MDD of 6,000 gpd. **General Manager Martinak** shared usage data from a similar project that indicated the peaking factor used in the water use projections may have overestimated the MDD. The water uses projections utilized the Equivalent Residential Unit peaking factor of 2.41 whereas the similar multifamily project had a peaking factor of ~1.4. **General Manager Martinak** was tasked with gathering additional usage and peaking factor data on multifamily housing for consideration in determining the number of water units required for this project. A decision on the CWA is expected to be made at the October meeting.

**Leak Adjustments** – **Peter Gale** – **Mr. Gale** shared concerns over the mishandling of a leak adjustment request. The leak adjustment was not calculated in accordance with district policy, the error resulting in a substantially higher bill. Concerns were also raised over the District's lack of customer service as he repeatedly attempted to rectify the situation, from delays in correcting the billing mistake to a lack of follow-through from District staff. Mr. Gale expressed concern that other customers may not receive the full leak adjustment outlined in District policy. District staff will look into this and will be credit any accounts that have been overbilled.

**Approval of Previous Meeting Minutes** – September 22nd, 2026, Regular Meeting. **Commissioner Marshall made** a motion to approve the minutes as amended, **Commissioner Pfohman** seconded. The motion carried unanimously.

**System Operations Report – Operations Lead Armin Wahanik** – Information Item

- DOH's routine Sanitary Survey is scheduled for October 8, 2026
- The west recycle pond has been cleaned and sludge transported to the drying bed at the old gravel pit. A significant amount of sludge spilled from the drying bed, due to flowing onto a neighboring parcel.
- Annual leak detection services discovered four to five small leaks, including one on the recently installed main. Once the leak detection report is received, the contractor will be contacted to perform work covered by warranty on that leak.
- A cyclist reported a near collision with a District service truck during her morning commute. Apologies were issued and discussions held with operators highlighting the need for increased awareness and safety while operating District vehicles.

**Financial Report – General Manager Martinak** – Information Item – KC Ledger indicates a small increase (~$20k) in combined fund balances over September 2025. QuickBooks has been reconciled through 12/2025. The Construction and Capital Improvements Funds have been reconciled through January 2026, work on the Cash Maintenance Fund are underway. Roughly 70 incorrect billing statements were delivered in the September billing cycle, mostly due to programming discrepancies between the handheld meter reading devices and billing software. Recent billing is being audited and billing amounts corrected. **General Manager Martinak** is investigating options to improve quality control/quality assurance as well as training options to develop in-house knowledge for meter reading/billing software.

**New Business**

**L&I Safety Consultation Visit –** Information Item – **Safety Officer Westphal** recently scheduled an L&I safety consultation visit for the District. The consultants spent several days assessing District facilities. The consultation was free and will provide the District with recommendations for accident prevention at each of the sites visited.

**Old Business**

**Surplus Equipment –** Action Item – **General Manager Martinak** presented a revised resolution to sell and/or dispose of surplus equipment. The resolution has now been adopted and signed by **Commissioner Pfohman** and **Commissioner Marshall**. Additionally, **Commissioner Zuckerman** will sign the resolution upon returning from his trip.

- **Buyback List/Water Unit Applications –** Information Item **–** All of the applications have been sent via certified mail. To date, the District has received two completed applications, one applicant included initial payment for their requested water units.

- **216th Main Replacement Project–** Information Item – The damaged culvert at the intersection of Vashon Highway and 216th has been successfully replaced, meeting the deadline set by King County. Final paving is expected to be completed by week's end.
- **Field Staff Vacancy –** Information Item – **General Manager Martinak** recently invited an applicant in for a second interview and to meet with District operators. The applicant demonstrated a positive attitude, and an aptitude to develop the technical skills required for the role. His previous background includes work for KC Roads and Heights Water.
- **Soper Road Update –** Information Item **–** Road restoration plans have been submitted for review by King County permitting. Our permitting consultant is actively working to expedite the process.
- **Labor Management Committee –** Information Item – The committee did not meet in August.

**Review of Vouchers/Warrants/Electronic Payments** – **Maintenance Fund Vouchers** numbered 28564 to 28591- $142,650.69. **Capital Improvement Vouchers numbered 12382** to 12384 **-** $4,466.71. **Dept. of Revenue** payment totaling $9,348.68. **Dept. of Retirement** payment totaling $6,140.00. **Payroll Direct** deposits in the amounts of $17,547.85 and $18,710.45. **Payroll EFT** payments in the amounts of $6,471.28 and $7,022.80.

**Next Meeting:** Scheduled for Tuesday, October 13th, 2026.

**Commissioner Pfohman** announced that the Board would go into executive session at 7:52 PM as permitted by RCW 42.30.110(1)(g) to review the performance of a public employee. The Board exited executive session at  PM. No decisions were made during the executive session. **Commissioner Marshall** made a motion to adjourn the meeting at 8:30 PM and **Commissioner Zuckerman seconded.** The motion carried unanimously.