



Highline Water District Regular Meeting Minutes September 5, 2012

ATTENDEES		
COMMISSIONERS Gerald R. Guite Daniel Johnson Vince Koester George Landon Kathleen Quong-Vermeire	HWD STAFF Matt Everett, General Manager Jeremy DelMar, Engineering/Operations Mgr. Debra Prior, Administrative Manager Mary Fossos, Project Coordinator, CIPs	HWD ATTORNEY(S) John Milne, Inslee Best VISITORS Daryl Tapio, Olympic Development
Strikeouts indicate absence		

1. CALL TO ORDER

President Koester called the meeting to order at 9:00 a.m.

2. APPROVE AGENDA

Commissioner Guite's motion to approve the Agenda as presented seconded by Commissioner Landon. The motion carried unanimously.

3. CONSENT AGENDA

Consent Agenda items are considered to be routine and non-controversial and are generally approved as a group with one motion. Any Commissioner may remove any item from the Consent Agenda for separate discussion and action. Vouchers audited and certified by the auditing officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.080 have been recorded on a listing which was made available to the Board of Commissioners.

Minutes:	August 28, 2012 Workshop Meeting				
WARRANTS					
Fund Name	Fund No.	Scheduled Payment Date	Voucher Numbers		TOTAL AMOUNT
Maintenance	09-075-0010	09/10/12	15656 - 15675		\$ 566,038.43
Construction	09-075-0030	09/10/12	901421 - 901425		\$ 255,792.00
Maintenance - Payroll	09-075-0010	09/07/12	302415 - 302416		\$ 1,352.17
ELECTRONIC TRANSFER FUNDS					
Description	Fund No.	Period Ending	EFT Transfer Date	AMOUNT	
Payroll Tax	09-075-0010	08/31/12	09/12/12	\$	21,923.07
Direct Deposit – Payroll (KC-PAY47)	09-075-0010	08/31/12	09/07/12	\$	64,165.48
Dept of Retirement	09-075-0010	08/31/12	09/14/12	\$	10,183.97
Dept of Retirement – Deferred Compensation	09-075-0010	08/31/12	09/07/12	\$	2,768.00
Health Equity (KC-BEN96)	09-075-0010	08/31/12	09/07/12	\$	189.00
HRA-VEBA (KC-BEN60)	09-075-0010	08/31/12	09/07/12	\$	3,313.50
CONSENT AGENDA RESOLUTIONS					
Item #	Resolution #	Description			
NONE					

Commissioner Guite's motion to approve the Consent Agenda as presented seconded by Commissioner Landon. The motion carried unanimously.



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4. PUBLIC INPUT

Daryl Tapio, Olympic Development, attended the meeting. Mr. Tapio stated his opinion and commented on General Facility Charges (GFC) and Local Facility Charges (LFC) during staff comment period as follows: (1) most new houses do not pay LFC charges; (2) some other Districts' in the area charge a flat fee; (3) worth determining how other districts calculate fees; (4) why are certain properties at Highline getting LFC exemptions; (5) thinks there is justification to do a study on GFC/LFC connections; (6) suggested District staff obtain rate studies from other local water districts to see how their respective GFC's and LFC's are calculated.

5. RESOLUTIONS/MOTIONS

Resolution 12-9-5A awarding design contract #12-60-12 to Roth Hill, LLC, for Project SW12-2 South 168th Street Water Main Replacement. Commissioner Landon's motion to approve seconded by Commissioner Johnson. After discussion, the motion carried unanimously.

Motion 12-9-5(1) to review the General Facility and Local Facility policies during planning of the 2014 Water System Comprehensive Plan. Commissioner Landon's motion to approve was seconded by Commissioner Quong-Vermeire. After discussion, the motion carried unanimously.

Motion 12-9-5(2) directing staff to obtain connection charge studies from five (5) local water districts to determine how their respective General Facility and Local Facility Charges are calculated and present findings to the Board within 90 days. Commissioner Johnson's motion to approve seconded by Commissioner Quong-Vermeire. After discussion, the motion carried unanimously.

6. STAFF/COMMISSIONERS/ATTORNEY

Matt Everett

6.1 Angle Lake Well On-Site Chlorination Study – The District received a preliminary report from RH2 Engineering. Jeremy and Matt are reviewing the report. Jeremy stated that the study looked at adding on-site chlorine generation and a power generator at the Des Moines Treatment Plant. Upon receipt of the final report, Matt and Jeremy will bring a recommendation to the Board at a future meeting. Matt noted that if the Board authorizes to proceed with onsite chlorination generation for the Angle Lake and Des Moines Wells, the project would be included in the 2013 Capital Improvement Program.



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- 6.2 Mansion Hill 5.0 mg and 2.5 mg Tanks Paint Delamination – Matt informed the Board that after District crews pressure washed both tanks, it was discovered that some of the outer paint layer delaminated. Matt asked S & K Painting to submit a proposal to recoat the delaminated areas.
- 6.3 7/27/12 Public Records Request from Daryl Tapio related to General and Local Facility Charges - Jeremy requested clarification from the Board if there was additional information they requested following the presentation by staff at the 7/24/12 Workshop meeting. Discussion ensued whether to review connection charges now or wait until the Water System Comprehensive Plan process scheduled to begin in early 2014. Action Taken: Reference Motion(s) 12-9-5(1) and 12-9-5(2).

Jeremy DelMar

- 6.4 Des Moines Gateway Project (S 216th St from 18th to 24th) – Jeremy and the City of Des Moines are finalizing the terms of the Interlocal Agreement (ILA). Staff will bring a resolution to authorize the ILA at the 9/25/12 Board Workshop.
- 6.5 Project 07-2 McMicken Heights Treatment Plant – The bacteriological and VOC testing was satisfactory. The onsite generator is operational and water is being pumped. The plant is expected to be fully operational by the week of September 17th.

There being no further business of the District, President Koester concluded the meeting at 9:47 AM.

BOARD OF COMMISSIONERS



Vince Koester, President



Daniel Johnson, Secretary



Gerald R. Guite, Commissioner



George Landon, Commissioner

Kathleen Quong-Vermeire, Commissioner