



Highline Water District Workshop Meeting Minutes August 23, 2011

ATTENDEES		
COMMISSIONERS Gerald R. Guite Daniel Johnson Vince Koester George Landon Kathleen Quong-Vermeire	HWD STAFF Matt Everett, General Manager Jeremy DelMar, Eng/Ops Manager Debra Prior, Administrative Manager Mary Fossos, Project Coordinator, CIPs	HWD ATTORNEY(S) John Milne VISITORS Thomas Keown, Kennedy/Jenks
Strikeouts indicate absence		

1. CALL TO ORDER

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

2. APPROVE AGENDA

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

3. CONSENT AGENDA

Minutes: August 17, 2011 Regular Meeting

Fund Name	Fund No.	Warrant Date	Vouchers	AMOUNT
Maintenance	09-075-0010	08/29/11	14462 - 14477	\$ 42,734.61
Construction	09-075-3030	08/29/11	901310 - 901312	\$ 27,219.89
Fund Name	Fund No.	Period Ending	EFT Transfer Date	AMOUNT
Payroll Tax	09-075-0010	08/19/11	08/31/11	\$ 21,164.08
Direct Deposit – Payroll	09-075-0010	08/19/11	08/26/11	\$ 62,554.52
Dept of Retirement	09-075-0010	08/19/11	09/15/11	\$ 9,836.64
Dept of Retirement –Deferred Compensation	09-075-0010	08/19/11	08/26/11	\$ 2,858.00
HRA -VEBA	09-075-0010	08/19/11	08/26/11	\$ 1,993.50
Dept of Revenue – B&O Tax	09-075-0010	07/31/11	08/26/11	\$ 65,185.16
CONSENT AGENDA RESOLUTIONS				
Item #	Resolution #	Description		
NONE				

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

4. PUBLIC INPUT

No members of the public commented.

5. RESOLUTIONS/MOTIONS

Resolution 11-8-23A authorizing amendment to HWDC Chapter 2.08 – Administrative Personnel, Section 2.08.015(1B). Commissioner Koester's motion to approve seconded by Commissioner Johnson. After discussion, the motion carried unanimously.



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Resolution 11-8-23B authorizing release of easement for Western Washington Corporation of 7th Day Adventists. Commissioner Johnson's motion to approve seconded by Commissioner Koester. After discussion, the motion carried unanimously.

Resolution 11-8-23C commending employee (Steve McReynolds) for thirty years of service with the District. Commissioner Koester's motion to approve seconded by Commissioner Landon. After discussion, the motion carried unanimously.

6. LEAK DETECTION PRESENTATION

- ◆ Dan Sleeth, Preventive Maintenance Lead, gave a presentation to the Board on the District's leak detection program. Dan showed the various types of equipment used. To-date the crews have discovered 38 leaks (24-hydrants, 10 services, 4 water mains). Estimated water loss: Leaking hydrant – 1 gpm; leaking service – 5 gpm; and leaking water main – 20 gpm. The crew spends three days a week on leak detection.

The Commissioners thanked Dan for his informative presentation.

Matt and Jeremy will set up a meeting with local fire department officials to discuss the proper usage of fire hydrants to avoid damage and prevent leakage. Matt will also include in the discussion the revenue lost due to leaks caused by improper use.

7. OTHER

Matt Everett

- ◆ RCW 57.08.050 - Contracts for materials and work - Notice - Bids - Small works roster — Waiver of requirements. (1) All work ordered, the estimated cost of which is in excess of twenty thousand dollars, shall be let by contract and competitive bidding.

Matt, Debbie and Jeremy attended a class last week presented by Labor & Industries and the State Auditor's Office explaining prevailing wage laws. Matt stated that most of the work by outside contractors requires that prevailing wages be paid to their employees. Matt explained to the Board that District crews are allowed to perform work up to but not in excess of \$20,000. Matt asked the Board for authorization to ask WASWD's Government Relations Committee to lobby on behalf of the District to amend RCW 57.08.050 to increase the amount to \$40,000 for special purpose districts to be in line with the bid limits set for *Second Class Cities, Towns, and Code Cities. An increase of the current \$20,000 threshold would allow field employees to perform small water main replacement jobs, which would be a cost savings to the ratepayers. The Board agreed.

**Second class cities, towns, and code cities must call for bids whenever the cost of a public work, including the cost of materials, supplies, and equipment, will exceed \$65,000, if more than one craft or trade is involved. If only a single craft or trade is involved, or if the project is one of street signalization or street lighting, bids must be called for if the cost is greater than \$40,000.*

- ◆ Project 07-2 McMicken Heights Well & Treatment Plant – Matt informed the Board that the appraisal for the property adjacent to the tank site is due by the end of the week. Matt was informed by the District's legal counsel that the appraisal may be higher than market value.



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- ♦ Matt will be on vacation the week of September 5th and will not attend the 9/7/11 Board meeting.

Jeremy DelMar

- ♦ Project 11-1 Star Lake Tank Interior Painting (Sch A) & North Hill Tank Interior/Exterior Painting (Sch B) – Jeremy received the preliminary engineering report from the consultant, Roth Hill. The recommendations are as follows:

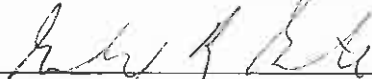
Star Lake Tank – Sandblast and paint interior.

North Hill Tank – Sandblast and paint the interior and exterior. The exterior paint contains lead, which will require the use of a product called *Blastox* that will bind with the lead in the old paint and prevent leaching into the atmosphere. The sand blasting will require the use of scaffolding and shrink wrap placed around the tank.

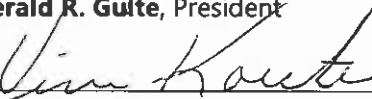
Matt and Jeremy recommended adding a 'Pax Water Mixer' inside the Star Lake Tank to circulate the water and improve water quality. Jeremy said the cost is approximately \$40,000.

There being no further business of the District, President Guite concluded the meeting at 10:10 a.m.

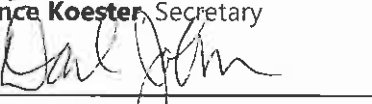
BOARD OF COMMISSIONERS



Gerald R. Gulte, President



Vince Koester, Secretary



Daniel Johnson, Commissioner

George Landon, Commissioner



Kathleen Quong-Vermeire, Commissioner