



## Highline Water District Board Workshop Minutes November 26, 2013

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

**1. CALL TO ORDER**

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

**2. APPROVE AGENDA**

Motion duly made and seconded to approve the Agenda as presented. The motion carried.

**3. CONSENT AGENDA**

Motion duly made and seconded to approve the Consent Agenda as presented. The motion carried.

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:** November 20, 2013 Special Meeting

WARRANTS						
Fund Name	Fund No.	Warrant Date	Vouchers		AMOUNT	
Maintenance	09-075-0010	11/27/13	17088	-	17102	\$ 19,054.29
Construction	09-075-0030	11/27/13	901562	-	901562	\$ 60,000.00
CONSENT AGENDA RESOLUTIONS						
Item #	Resolution #	Description				
None						

**4. PUBLIC INPUT**

No members of the public attended the meeting.

**5. DRAFT 2014 CAPITAL IMPROVEMENT PROGRAM (CIP) - DISCUSSION**

Jeremy reviewed the draft CIP report as follows and answered questions of the Board:

2013 Completed Capital Improvement Projects

The District will complete four CIP projects by the end of the year. A total of two miles of asbestos cement (AC) water main was replaced and/or abandoned in 2013.

- S 168th St Water Main Replacement – The District is awaiting final paperwork from the City to close out the project by the end of this year.
- S 188th St Water Main Replacement – The project was accepted as complete on September 24, 2013.
- Des Moines Gateway Project (S 216th St and 24th Ave S) Segment 2 – The District is working on final paperwork with the City to close out the project.
- S 178th St Water Main Replacement – District staff is working on final paperwork to close out the project.



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### 5. DRAFT 2014 CAPITAL IMPROVEMENT PROGRAM (CIP) - DISCUSSION

#### 2013/2014 Ongoing Capital Improvement Projects

- Military Rd S Water Main Replacement (S 176th to S 166th) – The City of SeaTac will hold the preconstruction meeting today. The water main installation will begin in December 2013.
- Angle Lake Water Main Replacement (Military Rd Portion) – Stantec (formerly Roth Hill) is the design consultant. The District anticipates bidding the project in spring 2014 with construction in late spring/summer.
- Angle Lake Water Main Replacement (Private Property) – BHC is the design consultant. The new water main location has been determined. BHC is currently obtaining title reports and writing legal descriptions for the required utility easements. The project will be bid in summer 2014 with construction beginning in the fall of 2014 and continuing through 2015, but overall schedule will be determined based on easement acquisition.
- Des Moines Treatment Plant Onsite Sodium Hypochlorite Generation – The project will be bid in early 2014 with completion by mid-summer 2014. The Board also authorized upgrading the SCADA equipment in the treatment plant and pump station.
- 28th/24th Extension – The City of SeaTac has applied for grant funding for the construction of this project and should receive a response by February 2014.
- S 179th St Water Main Replacement (between 42nd & Military Rd S) – The City of SeaTac chose this location for their 2014 Sidewalk Improvements Project. Construction is scheduled for early spring 2014 and is expected to be completed by mid-summer. The District has retained Parametrix, Inc., the City's design consultant, to design the water portion.

#### 2015 New Projects

- 2015 Water System Comprehensive Plan – The Department of Health (DOH) is working to change plan updates from a six-year to a ten-year schedule. Jeremy plans to meet with Richard Rodriguez, DOH Regional Planner, and Paige Igoe, DOH Engineer, in January 2014 to request a two-year extension of the current plan. The District has budgeted for full update in 2014/2015.
- Tyee Well Rehabilitation – Jeremy explained that the production of the well has been declining over the last several years. There have been some rehabilitation efforts in the past. In 2014, the District will study options for a long-term solution and implement the recommendations of the study in 2015.  
Commissioner Quong-Vermeire requested staff provide the maintenance costs to-date to rehabilitate the well.

### 6. OTHER

#### **Debbie Prior**

- 6.1 Draft 2014 Operating Budget – Debbie distributed a revised draft budget to the Board and noted there were some minor revisions. The final 2014 Operating Budget will be on the 12/4/13 Board meeting agenda.

#### **Matt Everett**

- 6.2 12/24/13 and 1/1/14 Board Meetings – Matt reminded the Commissioners that the 12/24/13 Board meeting was canceled due to conflict with District holiday and the 1/1/14 Board meeting (District holiday) will be held on Thursday, January 2, 2014 at 9:00 am.



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**6. OTHER**

6.3 WASWD Board of Directors Meeting (11/25/13) – Matt attended the meeting yesterday.

(1) Matt was appointed Secretary of the Association and Pam Martin, Commissioner, Coal Creek Utility District, was appointed to fill the Water/Sewer Director seat.

(2) The Government Relations Committee Chair, Walt Canter, is stepping down.

(3) The Association is considering hiring a part-time person to work with regulators (Department of Ecology and Department of Health). This will be discussed further at the Regulatory Committee meeting next Tuesday (12/3/13).

6.4 Preliminary 12/4/13 HWD Board Agenda

- Resolutions to adopt the 2014 Operating Budget and the 2014 Capital Improvement Program; ▪
- Draft 2014 Goals and Objectives Discussion

**Kathleen Quong-Vermeire**

6.5 Commissioner Quong-Vermeire mentioned that the WA WARN Mutual Aid Website now includes a link to the Washington Association of Sewer and Water Districts (WASWD).

There being no further business of the District, President Johnson concluded the meeting at 9:48 a.m.

**BOARD OF COMMISSIONERS**

**Daniel Johnson**, President

**Kathleen Quong-Vermeire**, Secretary

**Gerald R. Guite**, Commissioner

**Vince Koester**, Commissioner

**George Landon**, Commissioner