



Highline Water District Workshop Meeting Minutes March 25, 2014

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

1. CALL TO ORDER

President Quong-Vermeire 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: March 19, 2014 Regular Meeting

WARRANTS						
Fund Name	Fund No.	Warrant Date	Vouchers			AMOUNT
Maintenance	09-075-0010	03/27/14	17463	-	17485	\$ 27,391.18
Maintenance - Payroll	09-075-0010	03/21/14	302483	-	302483	\$ 55.13

ELECTRONIC TRANSFER FUNDS				
Fund Name	Fund No.	Period Ending	EFT Transfer Date	AMOUNT
Payroll Tax	09-075-0010	03/14/14	03/26/14	\$ 23,951.03
Direct Deposit – Payroll (KC-PAY47)	09-075-0010	03/14/14	03/21/14	\$ 61,296.87
Dept of Retirement	09-075-0010	03/14/14	04/15/14	\$ 12,426.32
Dept of Retirement - Deferred Compensation	09-075-0010	03/14/14	03/21/14	\$ 3,340.50
Health Equity (KC-BEN96)	09-075-0010	03/14/14	03/21/14	\$ 197.95
Health Equity (KC-BEN105)	09-075-0010	03/14/14	03/21/14	\$ 88.36
HRA VEBA (KC-BEN60)	09-075-0010	03/14/14	03/21/14	\$ 3,507.67
Dept of Revenue - B&O Tax	09-075-0010	02/28/14	03/26/14	\$ 55,674.83

CONSENT AGENDA RESOLUTIONS		
Item #	Resolution #	Description
None		

4. PUBLIC INPUT

No members of the public attended the meeting.

5. RESOLUTIONS/MOTIONS

No resolutions were presented to the Board.



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6. 2013 ANNUAL REPORT

Staff discussed the 2013 Annual Report with the Board and noted the following:

HWD serves 18,268 connections and provides water to approximately 69,000 people; ▪ Average daily system consumption is 5.9 mgd; ▪ 102 new meters were added to the system; ▪ Approximately 66% of the District's water is provided through three meters from SPU and 34% from the District's four (4) groundwater wells and (3) treatment plants; ▪ 80 miles of asbestos cement (AC) pipe and 47 miles of cast iron pipe remain in the District.

Capital Improvement Program (CIP):

Four (4) projects were completed in 2013 – S 168th St Water Main Replacement, S 188th St (PHS to 46th Ave S), Des Moines Gateway Segment 2 (S 216th St); and S 178th St Water Main Replacement.

Ongoing projects in 2014 - Des Moines Gateway Segment 1 24th Ave S; Angle Lake Water Main Replacement; Military Rd S (S 176th St to S 166th St) Water Main Replacement; and Des Moines Treatment Plant On-site Sodium Hypochlorite Generation (bid opening 3/27/14).

New CIP Projects - Comprehensive Water System Plan Update and the Tye Well Rehabilitation.

Developer Extensions (DE's):

Five DE's were completed in 2013 – Segale 100 Building, International Plaza, Axcent Servicing, Westwood Ridge and Madeline Meadows. The total connection charges were \$365,871.

Ongoing DE's – Belvedere Apts; Cedarbrook Lodge; King County Bowlake Transfer Station; Normandy Park Market; SeaMar Health Center; and Sound Transit.

Training and Safety: No L & I incidents or time loss in 2013.

Work Orders: 4,101 work orders were created in 2013 and 3,752 were completed.

Customer Service:

Automated call-out system – First implemented in 2009 and has since resulted in a 38% decrease in accounts locked for non-payment.

M-care System – Increased efficiency and response time of field personnel to address customer requests.

Administration: The District received another clean audit; completed updated draft of Personnel Manual; implemented M-Care System; and installed and implemented new phone system.

Water Sales Data/Non-Revenue Water: The total water consumption in 2013 was 2,703,074 CCFs and the unaccounted for water was 5.62% (improving each year partially due to leak detection program).

2013 Budget Recap: Reviewed the 2013 budget vs. actual of Sources of Funds and Uses of Funds and the Board approved 2014 budget

Locates: 2,745 line locations were requested in 2013, of those, 531 were related to the District and the remaining were out of the District or on private property.

Water Quality: 850 samples were taken. High velocity flushing, dead-end and perimeter flushing help to maintain the distribution system's water quality.



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6. 2013 ANNUAL REPORT

Employee Service Awards: The following employees were commended for their years of service:
20 Years - Teya Hillerman, Jerry Cella, Al Metz, and Shane Heflen; 10 Years – Matt Everett; 5 Years – Keith Coburn. Jeff Laizure, Lead Meter Technician, was chosen the 2013 Employee of the Year.

7. OTHER

Matt Everett

7.1 WASWD Board Meeting 3/24/14 – Tukwila - Matt attended the meeting yesterday and updated the Board.

7.2 2016 Public Works Trust Fund Loan Application - Matt informed the Board that there is \$175 million in funding available with an interest rate of 2.55%. Matt stated that he would prefer to fund projects out of rates and not pay a high interest rate. The Board concurred.

Kathleen Quong-Vermeire

7.3 Tye Well Production - Kathleen requested Jeremy provide the amount of revenue that has been lost due to resting the well on weekends.

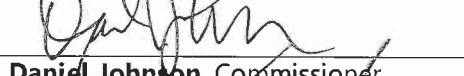
There being no further business of the District, President Quong-Vermeire concluded the meeting at 10:19 a.m.


BOARD OF COMMISSIONERS


Kathleen Quong-Vermeire, President


George Landon, Secretary


Gerald R. Guitte, Commissioner


Daniel Johnson, Commissioner


Vince Koester, Commissioner