



Highline Water District Board Workshop Meeting Minutes March 24, 2015

ATTENDEES		
COMMISSIONERS Gerald R. Guite Daniel Johnson Vince Koester George Landon Kathleen Quong-Vermeire	HWD STAFF Matt Everett, General Manager Jeremy DelMar, Engr./Ops. 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 Landon 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 unanimously

3. CONSENT AGENDA

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

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 18, 2015 Regular Meeting

WARRANTS

Fund Name	Fund No.	Warrant Date	Vouchers	AMOUNT
Maintenance	09-075-0010	03/26/15	18604 - 18632	\$ 85,244.71
Construction	09-075-3030	03/26/15	901729 - 901734	\$ 117,715.95

ELECTRONIC FUNDS TRANSFERS

Description	Fund No.	Period Ending	EFT Transfer Date	Total Amount
Department of Revenue - B&O Tax	09-075-0010	02/28/15	03/26/15	\$ 51,281.04

Item #	Resolution #	Description
None		

4. PUBLIC INPUT

No members of the public attended the meeting

5. RESOLUTIONS/MOTIONS

Resolution 15-3-24A accepting as complete Contract 14-70-10 with Buno Construction, LLC for Project 13-1B Military Rd S at Angle Lake Water Main Replacement. Motion duly made and seconded. After discussion, the motion carried unanimously.

Motion 15-3-24(1) duly made and seconded to excuse Commissioner Guite's absence for today's meeting and the 3/18/15 Board meeting. After discussion, the motion carried unanimously.



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6. DRAFT 2014 ANNUAL REPORT

Staff discussed the 2014 Annual Report with the Board and noted the following:

- The District serves 18,336 connections and provides water to approximately 69,000 people; ▪ Average daily system consumption was 5.9 mgd; ▪ 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;

Capital Improvement Program (CIP): Five (5) projects were completed in 2014 – Des Moines Gateway Project Segment 1; Military Road at Angle Lake, Military Rd S Water Main Replacement (S 176th St to S 166th St); Des Moines Treatment Plant Sodium Hypochlorite Generation; and S 179th St Water Main Replacement. The District replaced 2.6 miles of AC main in 2014. The goal in 2015 is to replace 3-1/2 miles of AC main.

Ongoing and New Projects in 2015 – Angle Lake Water Main Replacement; City of SeaTac 24th/28th Ave S Extension (S 200th St – S 208th St); 40th Ave S Water Main Replacement; Manhattan View Water Main Replacement; 2015 Comprehensive Water System Plan Update; 560 Zone Lakehaven South Supply Study and Design; and Tyee Well Rehabilitation.

Developer Extensions (DE's): The Normandy Park Market DE was completed in 2014. The total connection charges were \$92,278.

Ongoing and New DE's: Belvedere Apts; Cedarbrook Lodge; Normandy Park Market; Sound Transit; Blueberry Lane; Artemis Hotel; and Panattoni Development.

Training and Safety: Only one L & I incident with a time loss of one day in 2014. The L & I experience factor was 1.05 for 2014 and will be 0.7884 for 2015.

Public Involvement and Education: ▪ Remain involved in AWWA, WASWD, Seattle Operating Board and other professional organizations; ▪ Hosted a poster contest for local 4th and 5th graders; ▪ Presented the Consumer Confidence Report on the District's website; ▪ Continue to support legislation to increase the current threshold from <\$20,000 to <\$50,000 requiring districts to let projects by contract.

Customer Service: ▪ Customer service logged over 28,000 calls in 2014; ▪ Sent 117,603 regular bills.

Administration: ▪ Developed and communicated the District's Ethics Policy to staff and the Board; ▪ The District received another clean audit for year 2013; ▪ Continue to update guidelines for purchasing and contracting ▪ Continue to update job descriptions for compliance with ADA requirements.

Water Production Goals/Unaccounted for Water: The annual goal for water production from the District's four wells is 960,000 CCF. The production in 2014 was 933,990 CCF. The slight decrease was due to the decline in production from the Tyee Well. The total water consumption in 2014 was 2,779,089 CCF and the unaccounted for water was 9.47%.



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6. DRAFT 2014 ANNUAL REPORT

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

Water Quality, Operational and Preventative Maintenance Goals: District crews met or exceeded the goals set in 2014.

Locates: 2,963 line locations were requested in 2014, including 987 field locates.

7. YEAR END FINANCIALS/ACTUAL VS. BUDGET

Staff distributed the financial statements for the Board to review.

8. TYEE WELL REDEVELOPMENT STATUS

RH2 Engineering did a modeling analysis of the well and treatment plant. The dynamic specific capacity of the well in 2006 was between 9 to 10 feet per one foot of drawdown but is now at 5.3 feet. RH2's recommendation is for the District to hire a contractor to pull the pump and have it serviced. Jeremy said the District could contract with the pump supplier to do the work. The estimated cost is \$10,000 to pull and reinstall the pump. Additional costs may apply once a diagnosis of the pump is complete.


Jeremy requested Robinson Noble (Hydrogeologists) submit a scope of services to prepare contract documents for rehabilitating the well. A resolution to authorize a contract will be presented to the Board at a future meeting.

9. OTHER?

No other items were discussed.

There being no further business of the District, President Landon concluded the meeting at 10:17 a.m.

BOARD OF COMMISSIONERS



George Landon, President



Vince Koester, Secretary

Gerald R. Guite, Commissioner



Daniel Johnson, Commissioner



Kathleen Quong-Vermeire, Commissioner