



Highline Water District Regular Board Meeting Minutes September 16, 2015

ATTENDEES		
COMMISSIONERS Todd Fultz Daniel Johnson Vince Koester George Landon Kathleen Quong-Vermeire	HWD STAFF Matt Everett, General Manager Jeremy DelMar, Engineering/Ops. Manager 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.

1A. OATH OF OFFICE (TODD FULTZ - COMMISSIONER POSITION NO. 1)

John Milne, Legal Counsel, administered the Oath of Office to Commissioner Fultz.

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: September 2, 2015 Regular Meeting; September 10, 2015 Special Meeting

WARRANTS

Fund Name	Fund No.	Warrant Date	Vouchers	AMOUNT
Maintenance	09-075-0010	09/17/15	19173 - 19227	\$ 123,869.39
Construction	09-075-3030	09/17/15	901779 - 901780	\$ 4,869.80

ELECTRONIC TRANSFER FUNDS

Description	Fund No.	Period Ending	EFT Transfer Date	AMOUNT
Payroll Tax	09-075-0010	09/11/15	09/23/15	\$ 25,019.05
Direct Deposit – Payroll	09-075-0010	09/11/15	09/18/15	\$ 61,762.32
Dept of Retirement	09-075-0010	09/11/15	10/15/15	\$ 15,385.30
Dept of Retirement - Deferred Compensation	09-075-0010	09/11/15	09/18/15	\$ 3,708.00
Health Equity (KC-BEN96)	09-075-0010	09/11/15	09/18/15	\$ 197.30
Health Equity (KC-BEN105)	09-075-0010	09/11/15	09/18/15	\$ 88.64
HRA VEBA (KC-BEN60)	09-075-0010	09/11/15	09/18/15	\$ 3,665.50

CONSENT AGENDA RESOLUTIONS

Item #	Resolution #	Description
None		

4. PUBLIC INPUT

No members of the public attended the meeting.



Highline Water District Regular Board Meeting Minutes September 16, 2015

5. RESOLUTIONS/MOTIONS

Resolution 15-9-16A authorizing developer extension agreement (Highline View Estates). Motion duly made and seconded. After discussion, the motion passed unanimously.

Resolution 15-9-16B authorizing developer extension agreement (Ridgeview Townhomes, LLC). Motion duly made and seconded. After discussion, the motion passed unanimously.

Resolution 15-9-16C authorizing Release of Easement (King County Recording No. 8907180540). Motion duly made and seconded. After discussion, the motion passed unanimously.

Resolution 15-9-16D authorizing Electronic Billing and Payment Services Agreement with Point & Pay, LLC. Motion duly made and seconded. After discussion, the motion passed unanimously.

Resolution 15-9-16E commending employee (Tony Arthur) for 15 years of service. Motion duly made and seconded. After discussion, the motion passed unanimously.

6. STAFF/COMMISSIONERS/ATTORNEY

Jeremy DeMar

6.1 Project 13-1A Angle Lake AC Water Main Replacement – Jeremy informed the Board that the project has been delayed. The contractor has to obtain a Department of Ecology Stormwater General Discharge Permit, which has a 30-day public comment period. The publication dates in the Westside Weekly (Highline Times) for this permit application are 9/11/15 and 9/18/15. Construction is anticipated to begin in mid-October.

6.2 Project 14-1 2015 Comprehensive Water System Plan – Jeremy is working with Carollo Engineers on the CIP projects list and will give a presentation to the Board at the 9/29/15 Special Board meeting.

John Milne

6.3 Public Records Act – RCW 42.56

Mr. Milne emphasized to the Board and staff to only use District supplied email addresses and electronic devices for District business. Public records on private cell phones, etc. are fair game. Milne noted that several court cases, i.e. Paulson, Fortner v. the City of Bainbridge Island, Nissen v. Pierce County and Block v. the City of Goldbar, have cost the respective cities and county thousands of dollars in legal fees for not complying with the Public Records Act by using private cell phones and computers for public business and not providing the requested public records on those devices.

Matt Everett

6.4 Washington State Audit (Fiscal Year 2014) – Commissioner Johnson attended the Risk Assessment interview with Matthew Hankins, Assistant State Auditor. A copy of the 8/26/15 letter confirming the nature and limitations of the audits, as well as responsibilities of the parties and other engagement terms was included in today's Board packet.



**Highline Water District
Regular Board Meeting Minutes
September 16, 2015**

6.5 Claim (J. Haggerton – S 158th & 43rd Ave S)

In 2006, the District replaced the existing 4" AC water main on 43rd Ave. S. with approximately 400 LF of 8" ductile iron main, replaced one existing fire hydrant and installed one new hydrant, new water services and other appurtenances for a complete water distribution system.

5/26/06 - Letter from the Construction/Operations Manager – Customers were notified of the upgrade to the facilities in their neighborhood. Amongst other things, the letter included safeguards the customers may be required to take to prevent pressure buildup from their hot water tanks within their private plumbing systems.

8/31/15 - Mr. Haggerton contends in his letter that the District's work in 2006 increased his water pressure beyond safe limits and resulted in plumbing repairs costing \$3,472.67.

During the week of September 14th, the District's Field Supervisor took the pressure at the hydrant, meter and outside spigot at Mr. Haggerton's home. The pressure was 58 psi.

The District will deny the claim because it is not responsible for problems with private plumbing.

6.6 Kudos from Customers

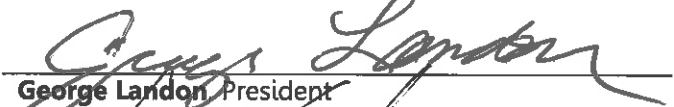
The District received an email (9/1/15) from customer Shelley Sagmo thanking the District for increasing the water pressure in her neighborhood.

The District received an email (8/29/15) from customer Earl Gipson thanking the District field crew for the expeditious repair of the water leak in his neighborhood.

6.7 WASWD 2015 Fall Conference – Matt distributed advance travel checks to Commissioners attending the conference.

There being no further business of the District, President Landon concluded the meeting at 10:03 a.m.

BOARD OF COMMISSIONERS


George Landon, President


Vince Koester, Secretary


Todd Fultz, Commissioner


Daniel Johnson, Commissioner


Kathleen Quong-Vermeire, Commissioner