



Highline Water District Regular Board Meeting Minutes March 16, 2016

ATTENDEES		
COMMISSIONERS Todd Fultz 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 Greg Wilson, Customer Service Supervisor	HWD ATTORNEY(S) John Milne, Inslee Best VISITORS Ron Nowicki, Lakehaven Utility District
Strikeouts indicate absence		

1. CALL TO ORDER

President Koester 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 2, 2016 Regular Meeting

WARRANTS

Fund Name	Fund No.	Warrant Date	Vouchers	AMOUNT
Maintenance	09-075-0010	03/10/16	19796 - 19796	\$ 4,791.69
Maintenance	09-075-0010	03/17/16	19797 - 19831	\$ 111,722.52
Construction	09-075-3030	03/17/16	901837 - 901842	\$ 255,714.90

CONSENT AGENDA RESOLUTIONS

Item #	Resolution #	Description
None		

4. PUBLIC INPUT

Ron Nowicki, Commissioner with Lakehaven Utility District attended the meeting. Mr. Nowicki thanked the Board for authorizing a blending study with Lakehaven. Mr. Nowicki distributed to the Board and staff Lakehaven's current rates compared with other utilities. Mr. Nowicki asked the Board to consider Highline merging with Lakehaven. Discussion ensued.

5. RESOLUTIONS/MOTIONS

Resolution 16-3-16A accepting as complete maintenance contract #14-50-14 with AA Asphaltting, Inc. for Small Site Asphalt and Concrete Patching Repair Work. Motion duly made and seconded. After discussion, the motion carried unanimously.

Resolution 16-3-16B authorizing Amendment No. 1 to HWD Contract #16-50-02 with Streich Bros., Inc. for additional repairs on the District's tanks. Motion duly made and seconded. After discussion, the motion carried unanimously.

Resolution 16-3-16C authorizing developer extension agreement (Highline School District – Puget Sound Skills Center). Motion duly made and seconded. After discussion, the motion carried unanimously.



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6. STAFF/COMMISSIONERS/ATTORNEY

Jeremy DelMar

6.1 D.O.H. Sanitary Survey Update – Three engineers from D.O.H. inspected the District’s facilities at McMicken, Mansion Hill and Pump Station No. 6 on 3/15/16. Jeremy and Mike Becker, Operations Supervisor, attended the inspections. The DOH recommends purveyors promote the value of water provided to the community. DOH will provide the District with a report of its survey in the near future.

Debbie Prior

6.2 On-Line Payment Processing - Debbie informed the Board that the District’s new on-line payment processing software integration (Point and Pay) will go live sometime in April or May.

Greg Wilson

6.3 Meters and Meter Reading System Purchase Discussion – Greg reviewed the background of the District’s current drive by meter reading system.

- In 2001, the District began installing meters and radios for a Sensus drive-by meter reading system. The project was completed in 2011
- District staff have been researching meters and reading systems for the past year. One of the drivers of this conversation was the increased failure rate of the aging Sensus radios. 820 in 2014, 1844 in 2015, on pace for over 2400 in 2016. Even if under warranty, the Sensus radio costs over a \$100. If not under warranty the radio is over \$150
- Representatives from Badger, Neptune, Mueller, and Sensus were asked to provide demos of their solutions. This included drive-by, fixed base, and cellular products
- After seeing the demos and solutions from the vendors, staff determined that fixed-base alternative is not feasible with topography of the District. Two staff members went to Northshore and Alderwood to see their drive-by system. Alderwood and Northshore are 100% Badger drive-by and their staff was very pleased with the product.
- John Milne, the District’s legal counsel explored the feasibility of piggy backing on Alderwood’s contract with Badger and will update the Board at a future meeting

Matt Everett

6.4 SPU Meter Discrepancies – SPU acknowledged that there was a discrepancy with one of their meters. SPU and HWD are continuing to resolve the issue with the second meter in question.



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7. EXECUTIVE SESSION - POTENTIAL LITIGATION Under RCW 42.30.110(1)(i)
Discuss City of Des Moines Franchise Agreement

District staff requested an executive session to discuss potential litigation pursuant to RCW 42.30.110 (1)(i) relating to a possible City of Des Moines franchise. On motion duly made, seconded and carried unanimously, an executive session was convened on that basis. The Commissioners, District management and Milne then attended the executive session. Before convening the executive session at 10:36 a.m., Commissioner Koester advised the executive session would conclude at 10:46 a.m. At 10:46 a.m., the executive session was extended five minutes to 10:51 a.m., which was publicly announced. At 10:51 a.m., the executive session concluded and open public meeting reconvened. No action taken.

There being no further business of the District, President Koester concluded the meeting at 10:52 a.m.

BOARD OF COMMISSIONERS



Vince Koester, President



Todd Fultz, Secretary



Daniel Johnson, Commissioner



George Landon, Commissioner



Kathleen Quong-Vermeire, Commissioner