



Highline Water District Regular Board Meeting Minutes October 21, 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 Ken Kase, Midway Sewer District
Strikeouts indicate absence		

1. CALL TO ORDER

Secretary 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: October 7, 2015 Regular Meeting

WARRANTS				
Fund Name	Fund No.	Warrant Date	Vouchers	AMOUNT
Maintenance	09-075-0010	10/22/15	19297 - 19342	\$ 620,468.07
Construction	09-075-3030	10/22/15	901788 - 901791	\$ 39,895.18

ELECTRONIC TRANSFER FUNDS				
Description	Fund No.	Period Ending	EFT Transfer Date	AMOUNT
Payroll Tax	09-075-0010	10/09/15	10/21/15	\$ 24,471.24
Direct Deposit – Payroll	09-075-0010	10/09/15	10/16/15	\$ 63,256.19
Dept of Retirement	09-075-0010	10/09/15	11/13/15	\$ 15,758.37
Dept of Retirement - Deferred Compensation	09-075-0010	10/09/15	10/16/15	\$ 3,708.00
Health Equity (KC-BEN96)	09-075-0010	10/09/15	10/16/15	\$ 197.30
Health Equity (KC-BEN105)	09-075-0010	10/09/15	10/16/15	\$ 88.64
HRA VEBA (KC-BEN60)	09-075-0010	10/09/15	10/16/15	\$ 5,239.22
Dept of Revenue - L&I Tax	09-075-0010	09/30/15	10/29/15	\$ 10,005.94

CONSENT AGENDA RESOLUTIONS		
Item #	Resolution #	Description
None		

4. PUBLIC INPUT

Ken Kase, General Manager, Midway Sewer District, attended the meeting.



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5. RESOLUTIONS/MOTIONS

No resolutions were presented at the meeting.

Motion 15-10-21(1) duly made and seconded to excuse Commissioners' Landon and Quong-Vermeire's absence for today's meeting. After discussion, the motion carried unanimously.

Motion 15-10-21(2) duly made and seconded for Commissioners' Johnson and Koester to join staff and attend a meeting with the City of Des Moines on 10/22/15 at 11:00 am to discuss the City's potential utility tax. After discussion, the motion carried unanimously.

6. STAFF/COMMISSIONERS/ATTORNEY

Jeremy DelMar

6.1 E. Coli Detection Update – Seattle Public Utilities (SPU) took a sample from sample stand 75-5 on S 272nd Street. E. coli was detected in the sample. The results of the repeat samples taken on 10/9/15 by District personnel were satisfactory (no E. coli or coliforms present); therefore, no acute violation. It is speculated poor sampling techniques caused the detection as there was strong chlorine residual present.

6.2 Tyee Well Rehab Status – Hokkaido Drilling has scoured the inside of the well (lining of the pipe). Surging was completed and the capacity of the well increased from 5.7 gallons to 7.7 gallons per foot of drawdown, a 35% improvement. Hokkaido will begin chemical treatments today through early next week.

Debbie Prior

6.3 3rd Quarter Financials – Debbie will email the Commissioners the financial statements including budget vs. actual for discussion at the 10/27/15 Board Workshop meeting.

6.4 State Audit Exit Conference – The exit conference will be held at the 10/27/15 Board Workshop meeting.

Matt Everett

6.5 Headquarters Building Exterior Painting – The painting is complete. The approximate costs for supplies/equipment was \$12,500 and labor was \$19,000.

6.6 District Facilities Tour – Matt asked Commissioner Fultz to provide some dates for the tour.



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**7. EXECUTIVE SESSION TO DISCUSS POTENTIAL LITIGATION UNDER RCW 42.30.110(1)(i)
DES MOINES UTILITY TAX**

District staff requested an executive session pursuant to RCW 42.30.110(1)(i) to discuss potential litigation. On motion duly made, seconded and carried unanimously, an executive session was convened on that basis. The Commissioners, General Manager, District Engineer, Administrative Manager, Ken Kase, General Manager, Midway Sewer District, and John Milne, HWD Legal Counsel, then attended the executive session. Before convening the executive session at 9:15 a.m., Mr. Milne advised the executive session would conclude at 9:45 a.m. At 9:45 a.m. the executive session was extended for another fifteen minutes which was publicly announced. At 10:00 a.m., the executive session concluded and open public meeting reconvened.

Action Taken: Reference Item No. 5, Motion 15-10-21(2).

There being no further business of the District, Secretary Koester concluded the meeting at 10:05 a.m.

BOARD OF COMMISSIONERS

George Landon, President


Vince Koester, Secretary


Todd Fultz, Commissioner


Daniel Johnson, Commissioner


Kathleen Quong-Vermeire, Commissioner