

**MINUTES OF A REGULAR MEETING OF THE COMMISSIONERS OF  
WATER DISTRICT No.54**

President John Rayback called the meeting of March 3, 2015, held at 922 So. 219<sup>th</sup> Street, Des Moines, Washington, to order at 4:00 pm.

**PRESENT:** Commissioners Alli Larkin, Matthew Mahaffey and John Rayback. Also present were staff members Patti Clayton, Eric Clarke and Linda Hawthorne (note taker).

**MINUTES:** Upon review of the minutes, it was moved, seconded passed to approve the draft minutes from February 17, 2015.

**PAYMENT OF VOUCHERS:** A motion was made, seconded, and passed to confirm the Board's prior approval of payment for the following vouchers:

<u>Voucher Nos. Approved</u>	<u>Fund</u>	<u>Amount</u>	<u>Date</u>
MF0315.01- MF0315.18	Maint.	\$25,523.23 (\$11,592.51 Salary, \$13,930.72 General)	2/25/15

A motion was made, seconded and passed to approve the following electronic payment:

<u>Electronic Payment Approved</u>	<u>Fund</u>	<u>Amount</u>	<u>Date</u>
Electronic Payment (For Payroll Taxes)	Maint.	\$ 5,742.96	2/26/15

**OFFICE MANAGER'S REPORT:** Customer Ron Finlay, acct. 768-1 wrote us a letter regarding a situation that happened in the last billing cycle. He came into our office requesting that we mark his meter box lid so that he could have his plumber come in and shut it off when he was ready for his repairs to be done. Mr. Finlay's meter is in a bank of 4 meters and is located on another street. We marked the wrong lid and Mr. Finlay's water ran in his basement for over an hour before it was caught. It should be credited 100% because it was our mistake. It was approved that a credit of \$52.50 be issued to Mr. Finlay. It was approved to recalculate his bill and use the same usage from his February 2014 bill using current rates.

Patti distributed Sections C, D, & E of the Employees Manual for review by the Board members, asking that any suggested adjustments be returned to her by the next meeting. Patti reported the year-end documents have been delivered to CP McAuliffe on 2/26/15 for them to create our 2014 financial statements. Patti reported we are due to be audited for 2013 through 2014 so she is hoping to get these statements back quickly.

**MANAGER'S REPORT:** Eric reported that he doesn't believe a new well can be dug in the plot of land that our office is on and that Wesley wants to buy from us. We feel we need to assess the value carefully in view of our well needs. John stated we should consider where the new site would be and moving costs. Matt and Eric suggest we require Wesley to provide us with

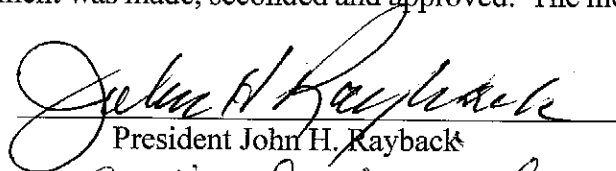
another property comparable to our current one, taking into consideration the current market pricing for property as well as our relocation expenses. Eric was told to research properties in our district that may be of interest to us.

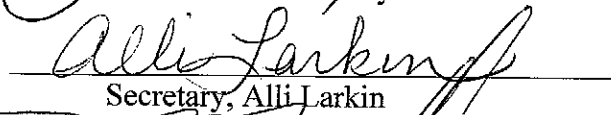
Eric reported that back in approx. 1996 when the Police Station meter was originally installed, it was put too low in the vault. This meter has always been difficult to read and should be raised up to an appropriate level. Eric has contacted Jim Guess to raise this meter. The approximate cost will be \$10,000.

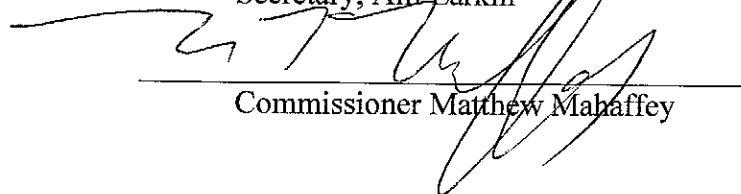
Eric reported that his recent trip to Yakima and attending the classes and workshops held were very worthwhile. One class provided validation of our cost savings practice of replacing old meters with new efficient ones reducing cost of operations.

**COMMISSIONERS CORNER:** Alli Larkin attended the 2/23/15 meeting of the Board of Directors of WASWD. Director Blair Burroughs is participating with the Lakewood Water District's "think tank" in Olympia. WASWD wants to invite districts having 100 or less connects to become general members in the association. They are forming a new committee to "re-brand" WASWD and create a brochure for distribution. The next WASWD meeting will be North City Water District (Shoreline) in King County.

**ADJOURN:** A motion for adjournment was made, seconded and approved. The meeting adjourned at 5:06 p.m.

  
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President John H. Rayback

  
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Secretary, Alli Larkin

  
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Commissioner Matthew Mahaffey

**MINUTES OF A REGULAR MEETING OF THE COMMISSIONERS OF  
WATER DISTRICT No. 54**

President John Rayback called the meeting of March 17, 2015, held at 922 So. 219<sup>th</sup> Street, Des Moines, Washington, to order at 4:00 pm.

**PRESENT:** Commissioners Alli Larkin, Matthew Mahaffey and John Rayback. Also present were Patti Clayton and Eric Clarke and guests Yoshiko Matsui and Jim Langston, and Linda Hawthorne (note taker).

**CORRESPONDENCE AND COMMENTS:** Jim Langston commented he is here primarily to hear the about the status of the chlorine situation.

**MINUTES:** Upon review of the minutes, it was moved, seconded, and passed to approve the draft minutes for the meeting of March 3, 2015.

**PAYMENT OF VOUCHERS:** A motion was made, seconded, and passed to confirm the Board's prior approval of payment for the following vouchers for maintenance:

<u>Voucher Nos. Approved</u>	<u>Fund</u>	<u>Amount</u>	<u>Date</u>
MF0315.01- MF0315.18	Maint.	\$25,523.23 (\$11,592.51 Salary, \$13,930.72 General)	2/25/15

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**OFFICE MANAGER'S REPORT:** We are in receipt of the Monthly Transaction Posting Report for the District audited by John Rayback, as Commission designee. We have reviewed and approved it. The originals and backup documentation can be found in District records.

Patti asked if the Board had had enough time to review sections C, D and E that she had distributed to them at the last meeting. The Commissioners reported that they had no changes in these sections. A motion made, seconded and passed to approve Sections C, D and E of the Draft Personnel manual. Patti distributed the final sections F, G and H to the Commissioners for their review.

**MANAGER'S REPORT:** Eric called regarding the building for sale located down the street from our office. The building owners' sale price is set at \$500,000. The board discussed if our property is worth \$500,000 and would Wesley want to pay us that price? We understand they plan to totally revise their buildings from the ground up. We need to do further investigating.

Eric Reported that Barb Turner, one of our Normandy Park customers, called him regarding the consistent brown water. They are extremely unhappy with the quality of the water they are being delivered and want the District to install a filter on their water line. They stated they are close to suing the Water District. A few options were discussed about moving their service line but the cost of that

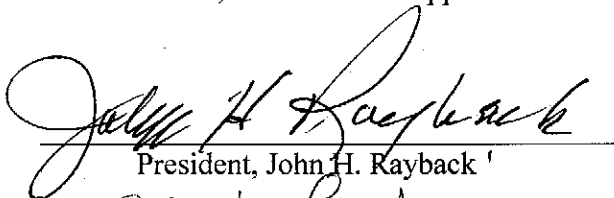
move could be \$50,000, and no other customers on that line are having the same issue with the water. Eric suggested a filter system on the on the service line would probably be the best solution for them. John asked Eric to look in their garage to see if there was a suitable place for the filter system. In the past the Turners had complained about the water so frequently that the District installed a blow off on that line so that it could be flushed more frequently due to the fact that it is a 4" dead end line. Our water is tested monthly and passes all the necessary standards. We are having more brown water calls due to the chlorine in the system so we do understand the issue. But the district is not able to install a filtration system on their supply line without setting precedence for doing the same for anyone else that is experiencing brown water and requests it.

Eric, Patti and Dammiean all got a notification on Friday, March 13<sup>th</sup> from the new security system. Dammiean logged on and was able to see kids running thru the yard using it as a shortcut to 11<sup>th</sup> Avenue. We need to get our new signs posted that the yard is monitored with surveillance cameras and fix the back gate.

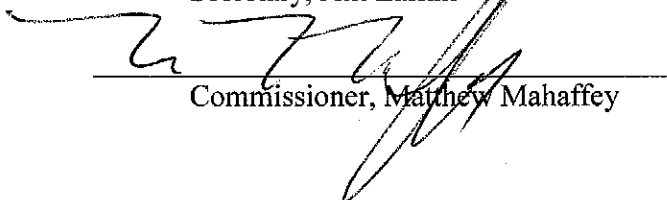
**ENGINEER'S REPORT:** Eric reported for Warren on the status on the submittal to DOH for the discontinuing chlorination. We are very close to submitting. We are only waiting to hear back from the City officials, Larry Pickard, Dan Brewer and Police Chief Delgado, that Eric sent letters to regarding being an 'extra sets of eyes and ears' for the District and also requesting that we be notified as to any new business applying for licenses in Des Moines. We need their commitment in writing to include in the submittal. And the second thing we are waiting for is waiting to hear back from Ray Gross, Deputy Emergency Manager for the Greater Federal Way emergency Management team regarding participating in the reverse 911 program that we utilized during our boil water order. We have left both phone and email messages for him.

**COMMISSIONERS CORNER:** Alli attended the WASWD Section 4 meeting at Water District 125. The guest speaker was Ross Freeman, Communications Manager for the City of Mercer Island, and for the Sustainable Plan. He talked about the operational and communication issues faced by Mercer Island during their recent E-Coli contamination. They were similar to what KCWD 54 also experienced in 2013, but Mercer Island has a population of 22,000, some unknown cross connections, and 100 unlined cast iron pipes that look like clogged arteries. They had five sample stations and six additional sample stations were added. The Mercer Island residents will have a \$20 increase per year. There was a brief discussion whether WASWD should form a PAC. A vote was taken it was unanimous not to. The next WASWD meeting will be held June 15<sup>th</sup> on the Sammamish Plateau.

**ADJOURN:** A motion for adjournment was made, seconded and approved. The meeting adjourned at 5:00 p.m.

  
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President, John H. Rayback

  
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Secretary, Alli Larkin

  
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Commissioner, Matthew Mahaffey