

**MEETING MINUTES
KING COUNTY WATER DISTRICT No. 125**

Wednesday, June 14, 2017

Commissioner Thornton called the meeting of the King County Water District No. 125 Board of Commissioners to order at 10:00 a.m. at the District Office located at 3460 S 148th ST STE 110, Tukwila, Washington.

Present:

Commissioners: Jerry Thornton, President, John Thompson, Secretary and Renea Blanchette Commissioner

Staff: Shane Young, General Manager, Dylan Bailey Superintendent

Consultants: Dave Hutley, PACE

Agenda: The agenda was unanimously approved as written.

Minutes: Commissioner Thompson made a motion to approve the minutes of the May 24, 2017 board meeting as written. Commissioner Blanchette seconded the motion which carried unanimously.

Vouchers: Maintenance vouchers numbered 27833-27865 in the amount of \$237,816.09, payroll vouchers 2650-2652 in the amount of \$1,551.96 and EFT vouchers number 2653-2659 and 27866-27869 in the amount of \$73,644.58 were presented for review. Commissioner Thompson made a motion to approve the vouchers; the motion was seconded by Commissioner Blanchette and was carried unanimously.

Consultant Report: Hutley reported that PACE Engineers continues to work with staff to design the Seattle Rendering Plant water main. Difficulties with the proximity to the railroad track and Duwamish River have created problems with the design.

Superintendent Report: Bailey reported that staff has replaced all ten water services in advance of a City of Tukwila overlay project. The District also replaced one valve. The overlay is for two sections of road, S 128th and E Marginal. The second location is 130th ST and 33rd PI S.

Bailey updated the Board on the progress of the Tukwila Village Developer Extension. He noted that the meter for building C was installed and the District is currently waiting for the fire sprinkler system to be completed.

General Manager Report: Young reported that the District had completed its sanitary survey with the Department of Health. Young noted that it was a successful survey and that DOH only had two small recommendations for the District. The first recommendation was for District staff to review the District's air vacuum assembly design to avoid any potential cross contamination. Young noted that staff will work with PACE Engineers to study the design. The second recommendation was a change to the District's Stand Operating Procedures for external hose bib water sample collection. Young presented the updated SOP for review and approval. Commissioner Blanchette made a motion to approve the Standard Operating Procedure changes, Commissioner Thompson seconded the motion

which carried unanimously. Young noted that he would write a response letter to the Department of Health noting the District has taken actions on the recommendations.

Young reported on his attendance of the Seattle Operating Board Meeting.

Young presented the Board of Commissioners with the District's annual Consumer Confidence Report for review. Young noted that the report must be completed by July 1, 2017.

Young informed the Board that staff has prepared a rate presentation for the Board that will be presented at the June 28, 2017 meeting. Young added that he would like to discuss this presentation before the District would look at the option of raising rates in 2018.

Young noted that is he currently working on the fall conference schedule for District staff and Commissioners. All 3 commissioners expressed an interest in attending the fall WASWD conference. Young and Bailey added that they would join the Board at the conference. Young noted that he also planned to attend the WFOA conference in September and the AWWA Water Quality conference in November.

Young reported that he is working with legal counsel and the union and hopes to have a union contract available for signature by the June 28, 2017 board meeting. Young voiced his displeasure with the amount of time it took for the contract to be prepared since negotiations had finished.

Commissioners Report: Commissioner Thompson requested monthly WASWD calendars to be printed for Commissioners and left in their boxes for review.

Adjournment: Commissioner Thompson made a motion to adjourn the meeting; the motion was seconded by Commissioner Blanchette and carried unanimously. The meeting was adjourned at 11:05 a.m.


Commissioner


Commissioner


Commissioner

King County Water District 125 Coliform Sample
External Hose Bibs Collection
Standard Operating Procedure
Adopted by the Board of Commissioners on June 14, 2017

- 1) Get sterilized sample bottles and place in cooler. Two ice packs are required for large coolers and a since ice pack is required for a small cooler. Always takes at least 2 to 3 extra bottles along with you in case a sample bottle is contaminated in the field. Make sure the sample bottles are designated for bacteriological use and are labeled with an SPU Water Quality LIMS bar code. Complete a lab slip before collecting the sample.
- 2) Remove any attachments from the hose bib. Turn on the hose bib and flush the line for a minimum of 5 minutes at a high flow. Be aware of possible localized flooding. (A hose can be used for the initial 5 minute flush to direct water to an appropriate area). After 5 minutes of flushing, reduce the flow to a thin stream (about the size of a pencil) and flow for 1 minute at a minimum. Measure the water temperature and chlorine residual by using the digital thermometer and digital HACH pocket colorimeter. Record the results on your field data sheet.
- 3) When you are ready to collect a sample put on latex or nitrile gloves, hold the bottle at the base, remove the sterile seal, and unscrew the cap. Hold the cap so that the threads are facing downward. Do not set the sample cap down and do not allow your fingers to touch the inner surface of the cap.
- 4) Immediately fill the sample bottle up to the shoulder leaving ample air space (approximately 1 inch of air space is adequate). Avoid splashing while filling the bottle and do not overflow the bottle. If you do overflow the bottle, get a new sample bottle and try again. At no point during sampling should the sample bottle touch the sample tap or any other surface. If it is raining avoid allowing any water dripping off the sample stand cover to get into the sample bottle.
- 5) After filling the bottle to the appropriate level, immediately cap the bottle securely and invert the bottle 5 times to mix the sample with the preservative. Write the sample location on the bottle label and place bottle in an upright position in the cooler. Do not throw or toss the bottle into the cooler. It is important that the samples remain cool, less than 10 degrees Celsius during transit. The cooler lid should remain closed.
- 6) If at any point you are uncertain of the sterility of the sample bottle or your sample collection technique get a new bottle and start over.
- 7) Place samples in cooler dedicated solely for transporting drinking water samples. Keep your coolers clean. At least once a week, clean out your coolers with soap and water.