



Highline Water District Regular Board Meeting Minutes January 18, 2012

ATTENDEES		
COMMISSIONERS Gerald R. Guite Daniel Johnson Vince Koester George Landon Kathleen Quong-Vermeire	HWD STAFF Matt Everett, General Manager Jeremy DelMar, Engineering/Operations Mgr. Debra Prior, Administrative Manager Mary Fossos, Project Coordinator, CIPs	HWD ATTORNEY(S) John Milne, Insee Best VISITORS
Strikeouts indicate absence		

1. CALL TO ORDER

President Koester called the meeting to order at 2:02 p.m.

2. APPROVE AGENDA

Commissioner Guite's motion to approve the Agenda as presented seconded by Commissioner Landon. The motion carried unanimously.

3. CONSENT AGENDA

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:		January 4, 2012 Regular Meeting			
Fund Name	Fund No.	Scheduled Payment Date	Voucher Numbers		TOTAL AMOUNT
Maintenance	09-075-0010	01/12/12	14900		\$ 2,826.21
Maintenance	09-075-0010	01/24/12	14901 - 14955		\$ 129,160.51
Construction	09-075-0030	01/24/12	901346 - 901350		\$ 325,342.19
Fund Name	Fund No.	Period Ending	EFT Transfer Date	AMOUNT	
Payroll Tax	09-075-0010	01/06/12	01/18/12	\$ 21,125.01	
Direct Deposit – Payroll	(KC-PAY47) 09-075-0010	01/06/12	01/13/12	\$ 63,036.76	
Dept of Retirement	09-075-0010	01/06/12	02/15/12	\$ 10,209.04	
Dept of Retirement – Deferred Compensation	09-075-0010	01/06/12	01/13/12	\$ 2,768.00	
Health Equity	(KC-BEN96) 09-075-0010	01/06/12	01/13/12	\$ 189.00	
HRA-VEBA	(KC-BEN96) 09-075-0010	01/06/12	01/13/12	\$ 2,073.50	
Dept of Labor & Industries - Tax	09-075-0010	12/31/11	01/30/12	\$ 12,783.78	
CONSENT AGENDA RESOLUTIONS					
Item #	Resolution #	Description			
3.1	12-1-18B	Resolution accepting developer extension as complete (Port of Seattle Bus Maintenance Project)			

Commissioner Guite's motion to approve the Consent Agenda as presented seconded by Commissioner Landon. The motion carried unanimously.

4. PUBLIC INPUT

No members of the public attended the meeting.



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5. RESOLUTIONS/MOTIONS

- ◆ Resolution 12-1-18A terminating developer extension and authorizing deposit refund for Axcnt Servicing Short Plat. Commissioner Landon's motion to approve seconded by Commissioner Guite. After discussion, the motion carried unanimously.
- ◆ Resolution 12-1-18B accepting developer extension as complete (Port of Seattle Bus Maintenance Project). This resolution was approved under the consent agenda.
- ◆ Motion 12-1-18(1) to authorize waiving the District's lien on property (3767 S. 164th Street, SeaTac, Washington 98188) recently purchased by the District for use relating to the McMicken Heights Well and Treatment Plant in lieu of continuing litigation in which the outcome for recovery of the lien cannot be guaranteed. Commissioner Koester's motion to approve seconded by Commissioner Landon. After discussion, the motion carried unanimously.
- ◆ Motion 12-1-18(2) to freeze the pay rate of the former Developer Extension Coordinator at the employee's current 2011 rate until which time the employee's new position (Administrative Assistant/Developer Extension Coordinator) pay rate exceeds the employee's current rate. After discussion, the motion duly made and seconded carried unanimously.
- ◆ Motion 12-1-18(3) authorizing the General Manager to close the District at 3:00 pm today due to inclement weather. After discussion, the motion duly made and seconded carried unanimously.

6. STAFF/COMMISSIONERS/ATTORNEY

Matt Everett

- ◆ Lien Release-Highline Water District v. Lakhani Enterprises, et. al (Property Purchase relating to McMicken Heights Well & Treatment Plant) - A check for \$15,000 (remaining balance due) was submitted by the District's attorney to the King County Superior Court Clerk for the purchase of the property located at 3767 S. 164th Street, SeaTac, Washington 98188. Matt reiterated to the Board that the District has a lien on said property for approximately \$3,000 and the records regarding the lien are old with limited backup data.

Matt asked for a legal opinion from Dawn Findlay Reitan, Attorney, Inslee Best Doezie & Ryder, P.S., if the District has the authority to waive certain overdue liens on said property.

Ms. Reitan stated in an email to Matt dated 1/6/12, "I wanted to confirm our phone conversation regarding the Lakhani condemnation lawsuit. You have asked if it is within the District's authority to waive certain overdue liens on the property in the approximate amount of \$3,000, as part of settlement of the lawsuit. Within the context of litigation, the District has the ability to consider waiving such fees as a component of settlement concessions. The parties are seeking to settle the lawsuit, and the District has the authority to weigh the potential costs of continued litigation against the potential recovery of the lien. Litigation is expensive, time consuming and outcomes cannot be guaranteed. The District may consider such factors when considering the settlement of pending litigation."

Matt asked the Board for a motion to authorize waiving the District's lien on the property.
Action Taken: Reference Motion 12-1-18(1).



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Matt Everett

- ◆ WASWD association with Municipal Research Services Center (MRSC) – The Board signed a letter on behalf of the District requesting WASWD stop paying for MRSC services.
- ◆ Seattle Operating Board 1/5/12 Meeting Update – The Operating Board Utility Categories were reevaluated and are comprised as follows: Large – Northshore, Highline, Soos Creek, Woodinville, KCWD 20 and Mercer Island; Medium – Cedar River, Shoreline, Bothell, KCWD 49, KCWD 125 and Coal Creek; Small – KCWD 90, Olympic View, Duvall, KCWD 119, KCWD 45 and Renton. Matt also informed the Board that SPU is considering selling its water infrastructure to the City of Shoreline, which is located within the City of Shoreline, but outside of Shoreline Water District.
- ◆ Personnel Update - Project Coordinator for Developer Extensions – Matt discussed with the Board that with the downturn in the economy, there is insufficient DE workload to support a full-time “Project Coordinator for Developer Extensions.” Management has been supplementing the current position with other administrative tasks to keep the position fully utilized. Because development continues to decline, management has created a new position entitled “Administrative Assistant/DE Coordinator” in the Administrative Department with a salary range commensurate with the position. The employee was given the option to stay in the current position with reduced hours based on workload or to select the new position to remain full-time. Matt asked the Board their preference whether to adjust the employee’s salary to Step 7 of the new position or to freeze the pay rate at the employee’s current rate until which time the new position’s pay rate exceeds the frozen pay amount. The Board agreed unanimously to freeze the employee’s pay at her current 2011 rate. Action Taken: Reference Motion 12-1-18(2).
- ◆ HWD 2012 Winter Newsletter – The newsletter includes articles addressing the need for the 2012 rate increase and a summary of ongoing Capital Improvement projects.
- ◆ District Closure at 3:00 PM – Matt recommended to the Board to close the District at 3:00 PM today due to inclement weather. Action Taken: Reference Motion 12-1-18(3).

Jeremy DelMar

- ◆ Loss of SCADA Exercise (10/27/11) – Jeremy reported to the Board that a “Loss of SCADA” exercise was completed with the objective to assess operational response by staff to this type of event should it occur. The exercise mimicked a real-time event with no warning to the participants who were given basic rules and general directions to follow for the duration of the exercise. The exercise determined the strengths of the participants and exposed areas for improvement.
- ◆ Long-term Stability Evaluation of Hillcrest Road Water Main (The Bluffs) – The District’s geotechnical consultant (Shannon & Wilson, Inc.) submitted a letter report on 12/28/11, which included their observations, conclusions and recommendations for the hillside where the District maintains a 260-ft long section of 6” C.I. water main. The recommendation from Shannon & Wilson, Inc. was to decommission the pipeline by capping it at each end. District crews have isolated the water main by closing valves at each end of the pipeline. Bill Harm, Fire Marshal, KCFD 2, was satisfied with the available fire flow for the Bluffs Condominiums. District crews will cut and cap the water main in the spring.



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Jeremy DelMar

- ◆ S 234th Pl Water Quality Complaint - Jeremy and Mike Becker, Operations Supervisor, met with the customer on 1/5/12 to discuss their concerns about the aging water main on their street. Jeremy followed up with a letter (1/5/12) to the customer recapping the discussion and outlining the steps the District has taken to ensure high quality water to the neighborhood. The customers appeared to be satisfied with the District's response. A copy of the letter was provided to the Board.

Kathleen Quong-Vermeire

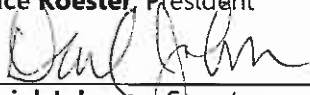
- ◆ Ham Operator License - Kathleen stated that she would be taking the Ham Operator License this weekend if weather permits.

There being no further business of the District, President Koester concluded the meeting at 2:38 PM.


BOARD OF COMMISSIONERS



Vince Koester, President




Daniel Johnson, Secretary



Gerald R. Guite, Commissioner



George Landon, Commissioner



Kathleen Quong-Vermeire, Commissioner