



## Highline Water District Workshop Meeting Minutes November 27, 2012

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

**1. CALL TO ORDER**

President Koester called the meeting to order at 9:00 a.m.

**2. APPROVE AGENDA**

Commissioner Quong-Vermeire’s motion to approve the Agenda as presented seconded by Commissioner Guite. The motion carried unanimously.

**3. 2013 FINAL DRAFT OPERATING BUDGET**

Debbie and Matt discussed revisions to the previous draft budget (10/23/12 Board Workshop) and answered questions of the Board. Staff will present a resolution to adopt the 2013 Operating Budget at the 12/5/12 Board meeting.

**4. 2013 FINAL DRAFT CAPITAL IMPROVEMENT PROGRAM (CIP)**

Jeremy discussed revisions to the previous draft CIP presented to the Board at the 11/7/12 Board meeting, which now includes the addition of the S 178th St Water Main Extension.

Commissioner Quong-Vermeire asked staff to look into partnering with cities to receive grant money.

Staff will present a resolution to adopt the 2013 CIP at the 12/5/12 Board meeting.

**5. 2013 FINAL DRAFT GOALS AND OBJECTIVES**

Matt stated that the emphasis for the 2013 Goals & Objectives is Teamwork where cross-training will be emphasized for a more versatile workforce.

The District’s Mission Statement was revised as follows: “Our mission is to provide high quality water and excellent customer service while effectively managing District infrastructure for a reliable water system today and for future generations.”

Staff reviewed the goals for the following categories: (1) Staff Development and Training; (2) Water Quality; (3) Customer Service; (4) Public Involvement/Education; (5) Financial/Administrative; (6) Operation and Maintenance of Infrastructure/Facilities; (7) Safety; and (8) Security Improvements.



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### 5. 2013 FINAL DRAFT GOALS AND OBJECTIVES

Commissioner Quong-Vermeire wanted to include a goal for management to pursue, via legislation, an increase in the current amount (<\$20,000) that is allowed for small works maintenance projects to be completed by in-house labor. Jeremy recommended a \$20,000 increase to \$40,000.

Staff will present a resolution to adopt the 2013 Goals & Objectives at the 12/5/12 Board meeting.

### 6. GENERAL MANAGER PERFORMANCE REVIEW

Matt distributed to the Board a rating sheet for the Commissioners to complete for his performance review.

### 7. OTHER

#### Jeremy DelMar

- 7.1 11/22/12 Main Break @ approximately S 208th St & 19th Ave S – The District was notified of a main break on Thanksgiving morning. The 12" transmission main (from the Angle Lake Well to the Des Moines Treatment Plant) was shut down by District personnel. District crews are repairing the main today.

The District is working with S & B to update the SCADA system to be able to detect any future leaks in this transmission main.

#### Matt Everett

- 7.2 WASWD Meeting 11/26/12 Update – Discussion included the following items: (1) Rewrite policies in outline form; (2) Matt's suggestion for the By-Laws Committee to hold a session at the WASWD Spring Conference to explain the reasons for proposed changes to the by-laws; (3) staffing changes at WASWD which included hiring a bookkeeping firm on a part-time basis and eliminating one office position; (4) Ken Goodwin's reappointment to the King County Investment Pool Advisory Committee; and (5) New Office Headquarters (Gateway Court Center).

#### Vince Koester

- 7.3 Gordon Graham - Insurance and Risk Management Solutions (2/6/13 - 8:30am-4:30pm)  
Vince recommended that District supervisors attend this training. The training (sponsored by Enduris) will be held at the WA State Criminal Justice Training Commission in Burien. The topics to be discussed are: (1) Job Based Harassment- Techniques for Elimination; (2) Seven Rules of Admiral Hyman Rickover; and (3) Maximizing the Effectiveness of Performance Evaluations.



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There being no further business of the District, President Koester concluded the meeting at 10:33 a.m.

**BOARD OF COMMISSIONERS**

  
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**Vince Koester**, President

  
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**Daniel Johnson**, Secretary

  
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**Gerald R. Guite**, Commissioner

  
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**George Landon**, Commissioner

  
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**Kathleen Quong-Vermeire**, Commissioner