



Highline Water District Workshop Meeting Minutes January 25, 2011

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

1. CALL TO ORDER

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

2. APPROVE AGENDA

Commissioner Johnson’s motion to approve the Agenda as amended to address Item 6 – Other before Item 5 – Executive Session. Commissioner Landon seconded and the motion carried unanimously.

3. WASWD COMMISSIONERS’ WORKSHOP - 1/29/11

@ Lynnwood Embassy Suites – Lynnwood, WA

Matt and Jeremy reviewed with the Board the PowerPoint presentation they will be giving at the WASWD Commissioners’ Workshop. The presentation is entitled *Doing More with Less in the Current Economic World*. The topics to be covered include the following: (1) Current Economic Challenges Facing Water and Sewer Districts; (2) Ways to Weather Financial Storm(s); (3) Asset Management and Capital Improvements; (4) Partnering with Other Jurisdictions on CIP; (5) Case Studies; and (6) Questions and Answers.

4. FUTURE WORKSHOPS

- WASWD 2011 Spring Conference & Trade Show
4/28/11 – 4/29/11 @ Three Rivers Convention Center - Kennewick, WA
- PNWS-AWWA Annual Spring Conference
5/4/11 - 5/6/11 @ Boise Convention Center - Boise, Idaho
- AWWA Annual Conference & Exposition
6/12/11 – 6/16/11 @ Walter E. Washington Convention Center - Washington, D.C.
- WASWD 2011 Fall Conference & Trade Show
9/28/11 – 9/30/11 @ Wenatchee Convention Center - Wenatchee, WA

Matt asked the Commissioners to let him or Greg Wilson know the conference(s) that they plan to attend. Greg Wilson will register the Commissioners and assist with their hotel reservations.



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5. OTHER

Jeremy DelMar

- ◆ Project 10-3 HWD HQ Roof Repair & Office Remodel – Jeremy informed the Board that he would bring an amendment of the consultant's agreement (Page & Beard Architects) at a future Board meeting. Project completion is anticipated in three to four weeks.
- ◆ Mudslide Damaged Home (2300 block of SW 172nd St, Burien, WA) – Southwest Suburban Sewer District (SWSSD) will install a sewer stub along the Indian Trail to serve two adjacent homes. The District's legal counsel has drafted a Hold Harmless Agreement, which the District will require from SWSSD. Jeremy will provide a copy of the Hold Harmless Agreement for the Board to review at the 2/2/11 Board meeting.

Matt Everett

- ◆ HWD Employee Fund Raising Event for Josh Deraitus (WD 90) – District employees held a "Spaghetti Lunch" on 1/20/11 to raise funds for Josh Deraitus, injured in a road rage incident. The event raised \$600.00. Matt read a thank you note sent from the staff at WD 90 thanking Highline's employees for their efforts to help Josh.
- ◆ SPU 1/21/11 Response to HWD Board Letter regarding 2010 *Cyclotella* Algae Issues – Ray Hoffman, SPU Director, sent a letter to President Guite acknowledging Highline's request to work together to mitigate the *Cyclotella* algae problems in the future. The letter included a discussion paper with SPU's response analysis. Mr. Hoffman stated in the letter that he and Dave Hilmoie, Director, SPU Drinking Water Division, would attend Highline's 3/22/11 Workshop to discuss further.

Debbie Prior

- ◆ Debbie informed the Board that she would attend the King County Investment Pool Annual Meeting this afternoon and give an update at the 2/2/11 Board meeting.

6. EXECUTIVE SESSION – PERSONNEL

RCW 42.30.110(g) - To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to **RCW 42.30.140(4)**, discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public.

President Guite convened an Executive Session at 9:53 a.m. In attendance were Commissioners' Guite, Johnson, Koester, Landon, and Quong-Vermeire, Matt Everett, General Manager and Jeremy DelMar, Engineering/Operations Manager. The General Manager advised that the executive session would be concluded in approximately ten minutes. At 10:03 a.m., the executive session concluded and the open public meeting reconvened.



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There being no further business of the District, President Guite concluded the meeting at 10:04 a.m.

BOARD OF COMMISSIONERS



Gerald R. Guite, President



Vince Koester, Secretary



Daniel Johnson, Commissioner



George Landon, Commissioner



Kathleen Quong-Vermeire, Commissioner