



Highline Water District Regular Board Meeting Minutes January 5, 2011

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

1. CALL TO ORDER

Commissioner Quong-Vermeire called the meeting to order at 9:00 a.m.

2. APPROVE AGENDA

Commissioner Guite’s motion to approve the Agenda as amended to address Item 6 –State Audit-Exit Conference before Item 4 – Public Input, seconded by Commissioner Landon. The motion carried unanimously.

3. CONSENT AGENDA

Minutes: December 15, 2010 Regular Meeting; December 28, 2010 Workshop Meeting

Fund Name	Fund No.	Warrant Date	Vouchers	AMOUNT
Maintenance	09-075-0010	01/11/11	13627 - 13675	\$ 180,102.42
Construction	09-075-3030	01/11/11	901233 - 901235	\$ 402,820.87

Fund Name	Fund No.	Period Ending	EFT Transfer Date	AMOUNT
Payroll Tax	09-075-0010	12/24/10	01/05/11	\$ 23,591.71
Direct Deposit - Payroll	09-075-0010	12/24/10	12/30/10	\$ 67,776.21
Dept of Retirement	09-075-0010	12/24/10	01/14/11	\$ 8,178.11
Dept of Revenue – B&O Tax	09-075-0010	11/30/10	12/28/10	\$ 51,364.45

CONSENT AGENDA RESOLUTIONS

Item #	Resolution #	Description
3.1	11-1-5C	Resolution accepting developer extension as complete (McMicken Heights Elementary School)

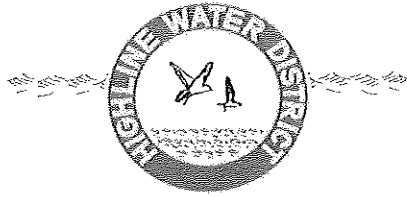
Commissioner Guite’s motion to approve the Consent Agenda as presented seconded by Commissioner Landon. The motion carried unanimously.

4. PUBLIC INPUT

No members of the public attended the meeting.

5. RESOLUTIONS/MOTIONS

Resolution 11-1-5A electing the President of the Board of Commissioners. Commissioner Koester’s motion to nominate Commissioner Guite for President of the Board in 2011 seconded by Commissioner Quong-Vermeire. After discussion, the motion carried unanimously.



Highline Water District Regular Board Meeting Minutes January 5, 2011

5. RESOLUTIONS/MOTIONS

- Resolution 11-1-5B electing the Secretary of the Board of Commissioners. Commissioner Quong-Vermeire's motion to nominate Commissioner Koester for Secretary of the Board in 2011 seconded by Commissioner Johnson. After discussion, the motion carried unanimously.
- Resolution 11-1-5C accepting developer extension as complete (McMicken Heights Elementary School). Reference Consent Agenda Item 3.1.

6. STATE AUDIT - EXIT CONFERENCE

- Alphonso Buechl, State Auditor, distributed to the Board and Staff the District's Exit Conference Report. Mr. Buechl commented on the Accountability Report and the Financial Statements Report. Mr. Buechl noted one exit item regarding the District's Headquarters building. Mr. Buechl commented that the accumulated depreciation for the building was overstated in 2001 by approximately \$4,500.00. The total misstatement to the financial statements was less than 0.5%. District staff determined that the error occurred during a system software conversion. There were no findings or management letter items to report. Mr. Buechl thanked District officials and employees for their helpfulness and timely response to their audit requests.

Commissioner Quong-Vermeire thanked Mr. Buechl.

7. STAFF/COMMISSIONERS/ATTORNEY

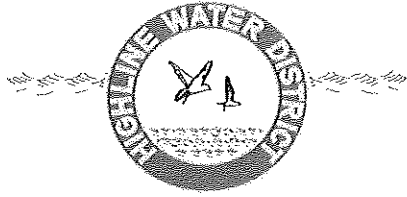
Jeremy DelMar

- Tyee Well Production Issues – Jeremy informed the Board that the well was off for the past four weeks for annual maintenance. The well will be back on line 1/6/11.

Jeremy informed the Board that the well production has decreased significantly over the past several years and explained that the iron manganese in the water feeds bacteria which causes microbes to build up around the filter pack of the well.

The District hired Jim Hay with Robinson Noble to analyze the well's production for the past five-years. Mr. Hay recommended the following four options: (1) Rest the well; (2) Mechanical rehabilitation (surging, acid treatment); (3) Install an Aquastream© (a suction flow control device designed to slow down and re-direct the flow of water in a vertical well); (4) Drill a new well.

Jeremy reviewed the options and the District will start with Option 1. The well will run five days a week (M-F) and rest on Saturday and Sunday. Jeremy noted that there would be a sacrifice in production. District staff will gather production data for three months and Jim with Robinson Noble will analyze the data and make a recommendation for the next step to improve the well's production.



Highline Water District Regular Board Meeting Minutes January 5, 2011

- ◆ Des Moines Gateway Project @ S 216th St & 24th Ave S – Jeremy met with Dan Brewer, City of Des Moines Transportation Engineer, to discuss the project. The District has approximately 4500 LF of 12" AC water main located in 24th Ave S. There are approximately six conflicts with the District's water main and the City's proposed storm drainage design.

Jeremy stated that the City has not obtained construction funding for this project. The City of Des Moines discussed opportunities to partner with Highline Water District on the project.

Jeremy noted that committing to this project to replace aging AC water main would benefit the District because the District would be able to negotiate the costs for construction administration services and potentially save the District money. Jeremy also noted that Midway Sewer District has committed to replacing aging sewer main and abandoning a lift station.

After discussion, the Board unanimously agreed for Jeremy to request proposals for design from design consultant to budget potential costs for the project. Jeremy will bring the proposals back to the Board at a future meeting.

Debbie Prior

- ◆ Debbie informed the Board that the mileage rate increased one cent to \$0.51 per mile.
- ◆ Debbie informed the Board that the Federal Insurance Contributions Act (FICA) for employees has been reduced from 6.2% to 4.2%. The District's contribution remains at 6.2%.

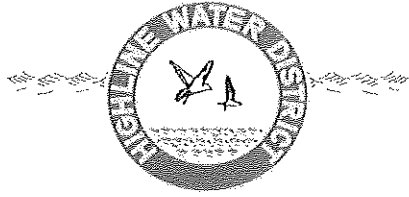
Jerry Guite

- ◆ Newly elected Board President Gerald Guite presented Commissioner Quong-Vermeire with a plaque honoring her service as the 2010 Board President.

Matt Everett

Matt commented on the following items from the 01/05/11 General Manager's Report:

- ◆ Main Break @ S 188th St & PHS – The District's 8" CI located near Jack-In-The-Box failed on Tuesday evening (1/4/11). District crews fixed the break with a repair band. There was only minimal damage to the sidewalk.
- ◆ 2010 Monthly Water Supply vs. Sales – Matt noted that the current unaccounted for water loss for the year was slightly over 8 percent. The figures did not include December 2010.
- ◆ 12/20/10 WASWD Section IV Meeting – Representative Dean Takko, Washington State Legislature House of Representatives, 19th Legislative District, attended the meeting to discuss water and sewer districts' issues.




**Highline Water District
Regular Board Meeting Minutes
January 5, 2011**

- Enduris Washington (Risk Sharing Pool) – Matt distributed the Enduris Annual Report to the Board.

There being no further business of the District, President Guite concluded the meeting at 10:14 AM.

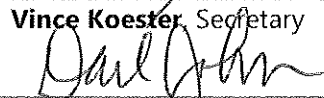
BOARD OF COMMISSIONERS




Gerald R. Guite, President



Vince Koester, Secretary



Daniel Johnson, Commissioner



George Landon, Commissioner



Kathleen Quong-Vermeire, Commissioner