



Highline Water District Regular Board Meeting Minutes February 16, 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 Strikeouts indicate absence	HWD ATTORNEY(S) John Milne VISITORS Tom Keown, GHD

1. CALL TO ORDER

President Guite called the meeting to order at 4:00 p.m.

2. APPROVE AGENDA

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

3. CONSENT AGENDA

Minutes:	February 2, 2011 Regular Meeting
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Fund Name	Fund No.	Warrant Date	Vouchers		AMOUNT
Maintenance	09-075-0010	02/16/11	13777	-	\$ 2,427.74
Maintenance	09-075-0010	02/22/11	13778	- 13824	\$ 742,295.83
Construction	09-075-3030	02/16/11	901242	901243	\$ 473,505.64
Construction	09-075-3030	02/22/11	901244	901246	\$ 4,349.44
Maintenance - Payroll	09-075-0010	02/11/11	302368	-	\$ 832.76

Fund Name	Fund No.	Period Ending	EFT Transfer Date	AMOUNT
Payroll Tax	09-075-0010	02/04/11	02/16/11	\$ 22,337.32
Direct Deposit - Payroll	09-075-0010	02/04/11	02/11/11	\$ 65,727.03
Dept of Retirement	09-075-0010	02/04/11	03/15/11	\$ 7,964.57
Dept of Retirement - Deferred Compensation	09-075-0010	02/04/11	02/11/11	\$ 2,953.00
HRA - VEBA	09-075-0010	02/04/11	02/11/11	\$ 1,993.50

CONSENT AGENDA RESOLUTIONS		
Item #	Resolution #	Description
NONE		

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

4. PUBLIC INPUT

No public input.



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5. RESOLUTIONS/MOTIONS

- ◆ Resolution 11-2-16A awarding design contract to PACE, Engineers, Inc., for the Gateway Water Main Replacement Project. Commissioner Koester's motion to approve seconded by Commissioner Johnson. After discussion, the motion carried unanimously.
- ◆ Motion 11-2-16(1) awarding design contract to PACE Engineers, Inc. for Project SW11-1/ S 182nd Street Water Main Replacement. Commissioner Johnson's motion to approve seconded by Commissioner Koester. After discussion, the motion carried unanimously.

6. STAFF/COMMISSIONERS/ATTORNEY

Jeremy DelMar

- ◆ SeaTac Annual Overlay Program – S 182nd St & 51st Ave S – The District has 6" AC and 4" CI in the project area. Jeremy informed the Board that the main was installed in 1953 and if the District partnered with the City of SeaTac to replace the main prior to the overlay, the District would save money by only having to pay for trench patching – no overlay costs. The engineer's estimate for construction cost is \$175,000. Jeremy requested a motion from the Board to authorize hiring PACE Engineers, Inc. to design the water main replacement for a NTE amount of \$14, 995.00. This project would be bid via the MRSC Small Works Roster. *Reference Motion 11-2-16(1).*
- ◆ Des Moines Gateway Project @ S 216th St & 24th Ave S – PACE Engineers submitted a proposal (\$29,800) for the design of the water main relocation (Reference Resolution 11-2-16A). Matt and Jeremy will meet with Dan Brewer, City of Des Moines Transportation Engineer, in the near future to discuss the project further.

Debbie Prior

- ◆ Public Works Trust Fund (PWTF) – Debbie received an email from the PWTF asking to make sure to make the annual loan payment on time and if possible pay an additional amount to the principal.

Commissioner Koester

- ◆ Vince attended the WASWD By-Laws Committee meeting on 2/15/11. There was discussion regarding revising the by-laws to eliminate absentee and proxy voting and allowing individual geographic sections to choose their own section chair person in lieu of all members voting. A vote by all state members to change the by-laws would be taken at the Spring or Fall WASWD conference.

Commissioner Guite

- ◆ Jerry asked Matt to discuss at the next WASWD Board meeting that Enduris (Insurance Pool) and Municipal Research and Services Center (MRSC) have formed a partnership. Jerry questioned if it was necessary for WASWD to have a partnership with MRSC.



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Commissioner Quong-Vermeire

- ◆ Kathleen attended the EPA Energy Management One-Day Workshop (2/7/11) in Yakima. Kathleen attended a presentation on energy savings regarding what utilities can do to conserve energy. Jeremy commented that the District does keep track of the power usage at all of the district treatment plants and pump stations annual diagnostic tests are performed on the mechanical components of the plants to ensure energy efficiency.

Matt Everett

Matt commented on the following items from the 02/16/11 General Manager's Report:

- ◆ PNWS-AWWA Communication & Conservation Excellence Awards – The District will submit the following for consideration: Professor H2O Video, Web Page, Annual Report, Consumer Confidence Report, Customer Newsletter and the 2011 Conservation Calendar. The Board agreed to the \$35.00 per entry fee.
- ◆ WASWD Membership Questionnaire Regarding Benefit to Ratepayers – District management and the Board agreed that WASWD assists with legislation regarding critical water and sewer issues and provides educational courses for the employees and Commissioners.
- ◆ HWD Mini Facts Cards – Matt distributed updated District fact cards to the Commissioners.

John Milne

- ◆ Seattle Public Utilities 2010 Algae Issue from Lake Youngs – Mr. Milne commented on the options for the District to consider: (1) Send a claim to SPU for losses (just under \$40,000) for meter screen cleaning and testing; (2) Hire a water quality expert if problem persists in 2011; (3) Do nothing until after discussion with SPU representatives at the 3/22/11 Workshop.

The General Manager stated that he wants to discuss with SPU their plans to minimize the algae this spring prior to making any decision on what if any option to pursue. The Board concurred.

- ◆ HWD Potential Water Purchase from Lakehaven Utility District (LUD) – Mr. Milne stated that the Board and District management should begin discussions on the 5-year notification process for approval of a permanent water supply intertie with LUD. The process begins with the Seattle Operating Board. Highline would need approval from the Department of Health and SPU.



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There being no further business of the District, President Guite concluded the meeting at 5:04 PM.

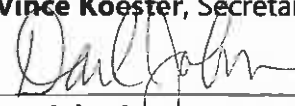
BOARD OF COMMISSIONERS



Gerald R. Guite, President



Vince Koester, Secretary



Daniel Johnson, Commissioner



George Landon, Commissioner



Kathleen Quong-Vermeire, Commissioner