



# Highline Water District Regular Board Meeting Minutes April 20, 2011

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

## 1. CALL TO ORDER

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

## 2. APPROVE AGENDA

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

## 3. CONSENT AGENDA

Minutes:	March 16, 2011 Regular Meeting; March 22, 2011 Workshop			
Fund Name	Fund No.	Warrant Date	Vouchers	AMOUNT
Maintenance	09-075-0010	04/15/11	13987 -	\$ 2,110.46
Maintenance	09-075-0010	04/26/11	13988 - 14040	\$ 153,157.05
Construction	09-075-3030	04/18/11	901261 -	\$ 224,995.29
Construction	09-075-3030	04/26/11	901262 - 901266	\$ 35,427.53
Maintenance - Payroll	09-075-0010	04/15/11	302370 -	\$ 1,170.46
Fund Name	Fund No.	Period Ending	EFT Transfer Date	AMOUNT
Payroll Tax	09-075-0010	04/01/11	04/13/11	\$ 21,915.68
Payroll Tax	09-075-0010	04/15/11	04/27/11	\$ 22,028.33
Direct Deposit - Payroll	09-075-0010	04/01/11	04/08/11	\$ 63,387.99
Direct Deposit - Payroll	09-075-0010	04/15/11	04/22/11	\$ 64,810.02
Dept of Retirement	09-075-0010	04/01/11	05/13/11	\$ 7,835.14
Dept of Retirement	09-075-0010	04/15/11	05/13/11	\$ 7,122.80
Dept of Retirement – Deferred Compensation	09-075-0010	04/01/11	04/08/11	\$ 2,883.00
Dept of Retirement – Deferred Compensation	09-075-0010	04/15/11	04/22/11	\$ 2,883.00
HRA – VEBA	09-075-0010	04/01/11	04/08/11	\$ 1,993.50
HRA – VEBA	09-075-0010	04/15/11	04/22/11	\$ 1,993.50

CONSENT AGENDA RESOLUTIONS		
Item #	Resolution #	Description
NONE		

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

## 4. PUBLIC INPUT

No members of the public attended the meeting.



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### 5. RESOLUTIONS/MOTIONS

Resolution 11-4-20A awarding Construction Contract #11-70-09 to Buno Construction, LLC, for Project SW11-1 S. 182nd St. Water Main Replacement. Commissioner Koester's motion to approve seconded by Commissioner Guite. After discussion, the motion carried unanimously.

Resolution 11-4-20B authorizing the General Manager to enter into Construction Administration Services Contract #11-80-11 with PACE Engineers, Inc. for Project SW11-1 S. 182nd St. Water Main Replacement. Commissioner Landon's motion to approve seconded by Commissioner Koester. After discussion, the motion carried unanimously.

Resolution 11-4-20C accepting as complete the 16th Avenue South Asphalt Roadway Repair Project. Commissioner Koester's motion to approve seconded by Commissioner Landon. After discussion, the motion carried unanimously.

Motion 11-4-20(1) to revise HWDC 6.04 Water/Miscellaneous Rates, Section 6.04.20, Table 2 – Monthly Meter Base Rates, to allow an exception of the monthly meter base rate if a catastrophic event occurs that renders a property uninhabitable such as a fire. Commissioner Koester's motion to approve seconded by Commissioner Guite. After discussion, the motion carried unanimously.

Motion 11-4-20(2) to amend the budget to allow the purchase of ZCorr leak detection equipment which exceeds the 2011 budgeted amount by approximately \$8,000.00. Commissioner Koester's motion to approve seconded by Commissioner Landon. After discussion, the motion carried unanimously.

### 6. STAFF/COMMISSIONERS/ATTORNEY

#### Jeremy DeMar

- ◆ Landscape Maintenance at Pump Stations and Tank Sites – District sent Request for Proposals on 4/14/11 to landscape contractors on the MRSC Small Works Roster. The proposals are due on 4/28/11 by 12:00 pm.
- ◆ Site Lease Request – Northwest Rock and Roll Preservation Society (NRRPS) requested to install a repeater on the McMicken Heights Tank. The NRRPS requested a reduction in the District standard lease rate for non-profit entities. The Board rejected adjusting the current policy rate for this proposed site lease.

#### Matt Everett

- ◆ Meter Base Charge Exception – Matt asked the Board for a motion to allow an exception to HWDC 6.04.020 Table 2 of the monthly meter base rate if a catastrophic event occurs that renders a property uninhabitable. *Reference Motion 11-4-20(1).*



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- ◆ ZCorr Leak Detection Equipment Purchase – Matt asked the Board for a motion to amend the budget to allow the purchase of ZCorr leak detection equipment that exceeds the 2011 budgeted amount by \$8,000.00 plus tax. The total cost for the equipment is \$17,514.53 including sales tax. *Reference Motion 11-4-20(2)*.
- ◆ Enduris Board of Directors Openings – Matt informed the Board that if they are interested in applying for a Board position, they must file by 4/29/11.
- ◆ SPU Wholesale Water Rate Increase – Matt attended the Seattle Operating Board (SOB) meeting held on 4/7/11. The Operating Board reviewed two rate adjustment options. The difference between the two options is the split of the negative regional true up balances between years: the first option spreads the balances evenly between all three years, and the second option frontloads a higher portion of the balances to 2012. The Seattle Operating Board recommended Option 2 and Seattle has adopted this recommendation. The rate drivers for 2012 are:

Change in Regional Costs	0%
Declines in Demand	11%
12/31/2011 True Up Balance	9%
Growth Charge Expiration	8%
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Total Rate Increase	28%

- ◆ 4/11/11 Burglary at HWD Headquarters – Matt informed the Board that the District was burglarized. The perpetrators stole used meters and scrap materials, damaged the fence and several older service vehicles. Most of the used meters and materials were recovered in the woods by District staff. A report was filed with the Kent Police Department. District staff is currently compiling an itemized list for Enduris (Insurance Pool). District staff will research additional security methods and report recommendations to the Board.

### **Debbie Prior**

- ◆ Revised Phone Tree Directory – Debbie informed the Board that ratepayers are now able to pay and/or obtain the balance of their current water bill via the automated phone system.



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There being no further business of the District, President Guite concluded the meeting at 4:51 PM.

**BOARD OF COMMISSIONERS**

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**Gerald R. Guite, President**

*Gerald R. Guite*

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**Vince Koester, Secretary**

*Vince Koester*

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**Daniel Johnson, Commissioner**

*George Landon*

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**George Landon, Commissioner**

*Kathleen Quong-Vermeire*

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**Kathleen Quong-Vermeire, Commissioner**