



# Highline Water District Workshop Meeting Minutes June 28, 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 DelMar, Eng/Ops Mgr. Debra Prior, Administrative Mgr. Mary Fossos, Proj. Coordinator, CIPs	<b>HWD ATTORNEY(S)</b> John Milne, Inslee Best Katherine Weber, Inslee Best  <b>VISITORS</b>
Strikeouts indicate absence		

**1. CALL TO ORDER**

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

**2. APPROVE AGENDA**

Commissioner Landon's motion to approve the Agenda as amended to add an executive session as Item No. 7 to discuss a proposed property acquisition. Commissioner Johnson seconded the motion. The motion carried unanimously.

**3. CONSENT AGENDA**

<b>Minutes:</b>	June 15, 2011 Regular Meeting			
<b>Fund Name</b>	<b>Fund No.</b>	<b>Warrant Date</b>	<b>Vouchers</b>	<b>AMOUNT</b>
Maintenance	09-075-0010	07/05/11	14240 - 14275	\$ 57,789.26
Construction	09-075-3030	07/05/11	901287 - 901288	\$ 4,255.90

CONSENT AGENDA RESOLUTIONS		
Item #	Resolution #	Description
<b>NONE</b>		

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

**4. PUBLIC INPUT**

No members of the public attended the meeting.

**5. RESOLUTIONS/MOTIONS**

Resolution 11-6-28A accepting as complete Project SW11-1 S 182nd St Water Main Replacement (Buno Construction, LLC – Contract #11-70-09). Commissioner Johnson's motion to approve seconded by Commissioner Koester. After discussion, the motion carried unanimously.

Resolution 11-6-28B authorizing Amendment #1 - Small Site Asphalt and Concrete Patching Repair Work (AA Asphalt, Inc. – Contract #10-50-07). Commissioner Koester's motion to approve seconded by Commissioner Landon. After discussion, the motion carried unanimously.



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### 5. RESOLUTIONS/MOTIONS

Resolution 11-6-28C accepting as complete Small Site Asphalt and Concrete Patching Repair Work (AA Asphalt, Inc. – Contract #10-50-07). Commissioner Johnson's motion to approve seconded by Commissioner Koester. After discussion, the motion carried unanimously.

#### Motion 11-6-28(1)

Authorizing the General Manager on behalf of Highline Water District to contribute \$2,500.00 plus District staff time for accounting support to the King County Growth Management Planning Council (GMPC), the Regional Water Quality Committee (RWQC) and the Metropolitan Water Pollution Abatement Advisory Committee (MWPAAC). Commissioner Koester's motion to approve seconded by Commissioner Landon. After discussion, the motion carried unanimously.

#### Motion 11-6-28(2)

Authorizing District staff to hire PACE Engineers, Inc. to prepare a 2013 Public Works Trust Fund Loan Application for the proposed Angle Lake Well Water Main Replacement Project. Commissioner Koester's motion to approve seconded by Commissioner Landon. After discussion, the motion carried unanimously.

#### Motion 11-6-28(3)

Authorizing the General Manager on behalf of Highline Water District to vote for incumbents running unopposed for Position(s) #6 and #7 on the Enduris Washington Board of Directors. Commissioner Koester's motion to approve seconded by Commissioner Landon. After discussion, the motion carried 4 to 1 with Commissioner Johnson voting no.

#### Motion 11-6-28(4)

Commissioner Koester moved to authorize staff and legal counsel to move forward with the process to acquire real property located at 3767 S. 164th St, SeaTac, WA, by voluntary or involuntary action and prepare a draft resolution to that effect for consideration by the Board at the July 26, 2011 regular Board meeting. The motion was seconded by Commissioner Johnson and after discussion, carried unanimously.

### 6. STAFF/COMMISSIONERS/ATTORNEY

#### Matt Everett

- ◆ Enduris Washington – Board of Directors Election Ballot (Position #6 and #7)  
*Reference Motion 11-6-28(3)*
- ◆ SPU Proposed 28% Rate Increase – Matt attended the 6/2/11 Seattle Operating Board Meeting. A presentation was given on the rate drivers, specifically regional costs, expiration of growth charges, impacts on decrease in demand, efficiencies and steps taken to



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### 6. STAFF/COMMISSIONERS/ATTORNEY

minimize rate increases and the proposed 2012-2017 CIP. After discussion, Matt made a motion for SPU to consider less emphasis on conservation and to reduce the proposed wholesale rate by increasing future water usage projections. The motion carried.

- ◆ 6/21/11 Customer Letter Commending Work Crew – Customers in the Des Moines area commended the District's crew (Kevin Lord, Nick Palmer and Keith Colburn) and Dave Stanley, Field Supervisor, for their efforts in fixing a leak at the meter. The homeowners were pleased to be included in the discussion and thanked the crew for their great work.
- ◆ HWD Conservation Poster Contest – Matt and Polly Daigle visited the local elementary schools that participated in the District's poster contest. The students whose posters were selected to be part of the District's 2012 conservation calendar were awarded with a Certificate of Achievement and a gift card to a local bookstore.
- ◆ PEBB Questionnaire Regarding Dental, Life Insurance and Long-Term Disability – Matt received an email from Steve Norsen (HCA) requesting input from employers regarding a proposal to discontinue offering dental, life and/or long-term disability insurance for counties, municipal governments, political subdivisions, tribal governments, and employee organizations representing state civil service employees. Matt replied to Mr. Norsen that the District does not want these benefits discontinued and solicited WASWD's assistance in spreading the need for other districts to respond to PEBB. After receiving 150 responses, PEBB decided to continue offering the same insurances.
- ◆ WASWD 6/27/11 Board of Directors Meeting – Matt gave the Board an overview of the meeting as follows:
  - WASWD received a clean audit with minor suggestions for improvement.
  - 2012 Budget – WASWD Association
    - Funds for a \$60,000 shortfall will be taken out of reserves.
    - Proposed increasing associate members' dues from \$250 to \$500, which was considered excessive by many Board members.
    - Partnership with MRSC - \$15,000. This is not beneficial to members that receive MRSC services through Enduris Washington (insurance pool).

#### Jeremy DelMar

- ◆ 2013 PWTF Application is due July 21, 2011, Submit?  
*Reference Item No. 5 - Motion 11-6-28(2)*



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### 6. STAFF/COMMISSIONERS/ATTORNEY

#### Debbie Prior

- ◆ Internal Revenue Service (IRS) Increase in Mileage Rate – The IRS has increased the optional standard mileage rates for the final six months of 2011. The rate will increase to 55.5 cents a mile for all business miles driven from July 1, 2011, through Dec. 31, 2011. This is an increase of 4.5 cents from the 51-cent per mile rate in effect for the first six months of 2011.
- ◆ Debbie informed the Board that a Consent Agenda has been added to the Workshop meetings to assist with paying invoices within the required terms to avoid late charges.

#### Commissioner Jerry Guite

- ◆ Jerry asked about the status of the District purchasing water from Lakehaven Utility District. Matt said he and John Milne are working on a draft letter to Seattle Public Utilities and will discuss with the Board at the July 26<sup>th</sup> Workshop meeting.

#### Commissioner Kathleen Quong-Vermeire

- ◆ Kathleen attended the National AWWA Conference in Washington, D.C. the week of June 15<sup>th</sup> and met with local legislators to discuss current water purveyors' issues.

#### Commissioner Dan Johnson

- ◆ Dan said he was opposed to SPU's proposed 28% rate increase to purveyors and suggested that the Board and/or Matt send letters to other purveyors stating Highline's position.

### 7. EXECUTIVE SESSION - REAL ESTATE (PROPERTY ACQUISITION DISCUSSION)

*Per RCW 42.30.110 (1)(b) - To consider the selection of a site or the acquisition of real estate by purchase when public knowledge regarding such consideration would cause a likelihood of increased price.*

President Guite convened an Executive Session at 9:54 am to discuss a proposed property acquisition. In attendance were Commissioners Guite, Johnson, Koester, Landon, Quong-Vermeire, and Matt Everett, General Manager, Debbie Prior, Finance Manager, Jeremy DelMar, Engineering/Operations Manager and John Milne, Attorney, Inslee Best. The General Manager advised that the executive session would be concluded in approximately 10 minutes. At 10:10 am, it was publicly announced that the executive session would be extended for an additional 10 minutes. At 10:20 am, the executive session was concluded and open public meeting was reconvened.

Action Taken: *Reference Motion 11-6-28(4)*



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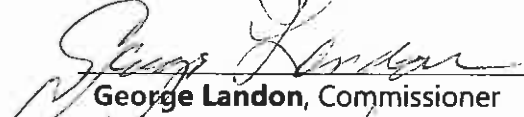
There being no further business of the District, President Guite concluded the meeting at 10:23 am.

**BOARD OF COMMISSIONERS**

  
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**Gerald R. Guite**, President

  
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**Vince Koester**, Secretary

  
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**Daniel Johnson**, Commissioner

  
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**George Landon**, Commissioner

  
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**Kathleen Quong-Vermeire**, Commissioner