



Highline Water District Regular Meeting Minutes July 20, 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 - Vac	
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 4:00 p.m.

2. APPROVE AGENDA

Commissioner Koester's motion to approve the Agenda as amended to include an executive session to review and discuss the performance of a public employee was seconded by Commissioner Landon. The motion carried unanimously.

3. CONSENT AGENDA

Minutes: June 28, 2011 Workshop Meeting					
Fund Name	Fund No.	Warrant Date	Vouchers		AMOUNT
Maintenance	09-075-0010	07/12/11	14276	- 14316	\$ 125,976.46
Construction	09-075-3030	07/12/11	901289	- 901291	\$ 83,821.44
Fund Name	Fund No.	Period Ending	EFT Transfer Date		AMOUNT
Payroll Tax	09-075-0010	06/24/11	07/06/11		\$ 22,248.61
Direct Deposit - Payroll	09-075-0010	06/24/11	07/01/11		\$ 65,539.27
Dept of Retirement	09-075-0010	06/24/11	07/15/11		\$ 7,989.92
Dept of Retirement – Deferred Compensation	09-075-0010	06/24/11	07/01/11		\$ 2,958.00
HRA – VEBA	09-075-0010	06/24/11	07/01/11		\$ 1,993.50
Dept of Labor & Industries - Tax	09-075-0010	06/30/11	07/27/11		\$ 12,596.06
CONSENT AGENDA RESOLUTIONS					
Item #	Resolution #	Description			
NONE					

Commissioner Koester'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.



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5. RESOLUTIONS/MOTIONS

Resolution 11-7-20A commending employee (Dan Sleeth) for twenty-five years of service. Commissioner Koester's motion to approve seconded by Commissioner Johnson. After discussion, the motion carried unanimously.

Resolution 11-7-20B accepting as complete Project 10-2 360 Zone PRVs and Orillia Rd Water Main Extension (Titan Earthwork, LLC). Commissioner Landon's motion to approve seconded by Commissioner Koester. After discussion, the motion carried unanimously.

6. OTHER

Matt Everett

◆ HWD Jury Duty Policy – Matt asked the Board if they were in favor of changing the District's policy (Personnel Manual - Short Term Absences 3.07.020 – 1.3) to pay an employee for additional jury duty days beyond the current 15-day maximum. The Board unanimously said no.

◆ Water Rate Reduction For Low-Income Senior Citizens/Disabled Persons – State Representative Tina Orwell contacted Matt to discuss a customer's complaint regarding the District's Water Rate Reduction Policy and for their water service being shut off for non-payment. Matt informed Ms. Orwell that the customer's water service was shut off due to lack of payment and the District followed all state laws and District policies in the process. Matt also informed Ms. Orwell that the District's rate reduction policy information is on the backside of each water bill and has been noted on the District's newsletter to the ratepayers.

Matt asked the Board if they were in favor of eliminating the ten percent late fee for low income, seniors and/or disabled. The Board unanimously said no.

◆ Water Supply vs. Water Sales – Matt distributed the report to the Board and noted a decrease in sales of 20,000 ccf compared to 2010.

◆ HWD Surplus Sales Data – Matt distributed a report to the Board for 2006, 2007, 2009 and 2010 of District vehicles that have been previously sold at the Washington State General Administration.

◆ Second Quarter Financials (Budget vs Actual) – Matt informed the Board that Debbie would email the Commissioners a draft copy for their review prior to the 7/26/11 Workshop meeting.



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Jeremy DelMar

- ◆ Property Acquisition – Jeremy mentioned to the Board that a resolution will be presented at the 7/26/11 Board Workshop for acquisition of property located at 3767 S. 164th Street, SeaTac, Washington 98188.
- ◆ Project 10-3 HWD Headquarters Roof Repair/Office Remodel – Resolutions to accept the project as complete and authorize an amendment to the consultant's agreement with Page and Beard Architects will be on the 8/3/11 Board meeting agenda.
- ◆ Leak Detection – The crews have detected 60 miles to date. The goal for 2011 is 90 miles. The crews will perform leak detection on developer extension and capital improvement projects prior to the end of the maintenance bond period.
- ◆ S 272nd Street Overlay – Commissioner Guite asked questions about the requirements to overlay patch on S 272nd Street. Jeremy explained to the Board that the requirement by the City of Kent for a 100' grind and overlay is required by City standards. The road is an arterial with heavy truck traffic and a smaller patch would most likely fail. The estimate for the work will be less than \$15K.

Commissioner Jerry Guite

- ◆ Jerry suggested informing the District's ratepayers of SPU's proposed 2012 rate increase.

7. EXECUTIVE SESSION - PERFORMANCE REVIEW

- ◆ *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 4:40 pm to discuss an employee's job performance. In attendance were Commissioners' Guite, Johnson, Koester, Landon, Quong-Vermeire, and Matt Everett, General Manager, and Jeremy DelMar, Engineering/Operations Manager. The General Manager advised that the executive session would be concluded in approximately 10 minutes. At 4:50 pm, the executive session was concluded and the open public meeting was reconvened.



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

BOARD OF COMMISSIONERS

Gerald R. Guite, President

Vince Koester, Secretary

Daniel Johnson, Commissioner

George Landon, Commissioner

Kathleen Quong-Vermeire, Commissioner