



## Highline Water District Regular Meeting Minutes August 3, 2011

<b>ATTENDEES</b>		
<b>COMMISSIONERS</b> Gerald R. Guite <b>arrived @ 9:02 AM</b> Daniel Johnson Vince Koester George Landon Kathleen Quong-Vermeire	<b>HWD STAFF</b> Matt Everett, General Manager Jeremy DelMar, Eng/Ops Manager Debra Prior, Administrative Manager - Vac Mary Fossos, Project Coordinator, CIPs	<b>HWD ATTORNEY(S)</b> John Milne  <b>VISITORS</b>
<b>Strikeouts indicate absence</b>		

**1. CALL TO ORDER**

Secretary Koester called the meeting to order at 9:00 a.m.

**2. APPROVE AGENDA**

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

**3. CONSENT AGENDA**

<b>Minutes:</b> July 20, 2011 Regular Meeting; July 26, 2011 Workshop Meeting				
Fund Name	Fund No.	Warrant Date	Vouchers	AMOUNT
Maintenance	09-075-0010	08/09/11	14385 - 14412	\$ 57,937.10
Construction	09-075-3030	08/09/11	901298 - 901301	\$ 9,150.34
Fund Name	Fund No.	Period Ending	EFT Transfer Date	AMOUNT
Payroll Tax	09-075-0010	07/22/11	08/03/11	\$ 23,217.04
Direct Deposit - Payroll	09-075-0010	07/22/11	07/29/11	\$ 69,713.92
Dept of Retirement	09-075-0010	07/22/11	08/15/11	\$ 10,008.92
<b>CONSENT AGENDA RESOLUTIONS</b>				
Item #	Resolution #	Description		
NONE				

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 11-8-3A authorizing Amendment #1 to consultant agreement (Page and Beard) for Project 10-3 HWD Headquarters Roof Repair/Office Remodel. Commissioner Landon's motion to approve seconded by Commissioner Johnson. After discussion, the motion carried unanimously.



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Motion 11-8-3(1) authorizing the District to recoup the costs for requests to remove an inactive water service in lieu of the customer paying the meter base rate charge. Commissioner Johnson's motion seconded by Commissioner Koester. After discussion, the motion carried unanimously.

The Board requested that staff prepare a resolution for a future Board meeting to amend the Highline Water District Code to clarify the current language regarding recouping the costs for removal of an inactive water service by District staff.

### 6. OTHER

#### **Matt Everett**

- ☪ Separation and Release Agreement (SRA) – Employee Gregg Williams signed the SRA last Thursday, July 29<sup>th</sup>. Mr. Williams has seven days to revoke the SRA. Mr. William's severance pay will be available August 12<sup>th</sup>.
- ☪ King County General Managers Meeting -7/29/11 @ Soos Creek Water & Sewer District – Matt attended the meeting last week. The following items were discussed: ▫ VEBA Accounts and pending legislation to allow money in an employee's account to be passed on to heirs; ▫ GIS Cost Benefit Analysis; ▫ Legislation to modernize the Public Works Trust Fund Process; ▫ Value of retaining a standby contractor; ▫ WASWD Government Relations Group Questionnaire; ▫ Employee Wages and future COLA adjustments.
- ☪ Labor and Industries Group Retrospective Rating – The District received a refund of standard premiums in the amount of \$8,740.
- ☪ WSDOT Request for Water Service Disconnect – The District received a request from WSDOT to remove locked services on two vacant lots for the future SR-509 expansion. Matt asked the Board to consider charging to recoup the costs associated with the removal of the services. The current policy language does not adequately address the request.

Action Taken: Reference Motion 11-8-3(1).

#### **Jeremy DelMar**

- ☪ Project 06-1 Southcenter Parkway Extension – The first segment of water main installation (approximately 2,500 LF) from S 180<sup>th</sup> Street to Segale Park Drive C is complete.
- ☪ Project 07-2 McMicken Heights Well & Treatment Plant – The contractor, McClure & Sons, has mobilized. The City of SeaTac will be on site today to inspect the erosion control put in place by the contractor.





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There being no further business of the District, President Guite concluded the meeting at 9:24 a.m.


**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