



## Highline Water District Regular Meeting Minutes September 21, 2011

<b>ATTENDEES</b>		
<b>COMMISSIONERS</b> Gerald R. Guite 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 Mary Fossos, Project Coordinator, CIPs	<b>HWD ATTORNEY(S)</b> John Milne, Inslee Best  <b>VISITORS</b>
<b>Strikeouts indicate absence</b>		

**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 presented seconded by Commissioner Johnson. The motion carried unanimously.

**3. CONSENT AGENDA**

**Minutes:** September 7, 2011 Regular Meeting

Fund Name	Fund No.	Warrant Date	Vouchers	AMOUNT
Maintenance	09-075-0010	09/16/11	14512 -	\$ 4,942.31
Maintenance	09-075-0010	09/27/11	14513 - 14565	\$ 138,526.60
Construction	09-075-3030	09/27/11	901314 - 901320	\$ 51,390.74
Maintenance – Payroll	09-075-0010	09/09/11	302376	\$ 745.19

Fund Name	Fund No.	Period Ending	EFT Transfer Date	AMOUNT
Payroll Tax	09-075-0010	09/02/11	09/14/11	\$ 21,891.08
Direct Deposit – Payroll	09-075-0010	09/02/11	09/09/11	\$ 63,750.88
Dept of Retirement	09-075-0010	09/02/11	10/14/11	\$ 9,882.26
Dept of Retirement – Deferred Compensation	09-075-0010	09/02/11	09/09/11	\$ 2,858.00
HRA -VEBA	09-075-0010	09/02/11	09/09/11	\$ 1,993.50

**CONSENT AGENDA RESOLUTIONS**

Item #	Resolution #	Description
NONE		

Commissioner Koester'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.



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### 5. RESOLUTIONS/MOTIONS

Resolution 11-9-21A authorizing consulting services agreement #11-60-10 with Johnson Controls, Inc. relating to security improvements for Project 07-2 McMicken Heights Well and Treatment Plant located at 3768 S 166th St, SeaTac, Washington. Commissioner Johnson's motion to approve seconded by Commissioner Landon. After discussion, the motion carried unanimously.

Resolution 11-9-21B waiving competitive bidding requirements and authorizing purchasing agreement #11-50-19 with Johnson Controls, Inc. for security software and equipment relating to Project 07-2 McMicken Heights Well and Treatment Plant located at 3768 S 166th St, SeaTac, Washington. Commissioner Johnson's motion to approve seconded by Commissioner Landon. After discussion, the motion carried unanimously.

Motion 11-9-21(1) to proceed with the condemnation process, authorized by passage of Resolution 11-7-26A, and offer just compensation of \$85,000 for real property located at 3767 S. 164th Street, SeaTac, WA 98188 for use by the District to access water facilities relating to the McMicken Heights Water Treatment Plant Project. Commissioner Koester's motion to approve seconded by Commissioner Quong-Vermeire. After discussion, the motion carried unanimously.

### 6. STAFF/COMMISSIONERS/ATTORNEY

#### Matt Everett

- ◆ Water Sales vs. Water Supply – Matt informed the Board that water sales were at 97.8% and water supply was 93% compared to 2010.
- ◆ 2012 Rate Increase – Matt informed the Board that due to Seattle Public Utilities 2012 proposed rate increase of 28 percent, Highline would need to raise rates in 2012. Matt estimated Highline's rate increase would be between 7 and 8 percent.
- ◆ WASWD Fall Conference – Matt reminded the Board that he and Jeremy would give a presentation on Asset Management at the conference and that Matt will participate in the WA Warn Workshop scheduled for the Tuesday prior to the conference in Wenatchee.

#### Jeremy DelMar

- ◆ Pizza Lunch – Jeremy extended thanks to the Board from the employees for the Pizza lunch provided by management. The Board approved the pizza lunch because of positive customer response for field crews efforts.

#### Debbie Prior

- ◆ WASWD Fall Conference – Debbie distributed the travel advances to Commissioners' Guite, Johnson and Quong-Vermeire. Debbie asked the Commissioners to submit their travel recaps within 10 days after the conference.
- ◆ HWD Surplus Vehicles Results – Debbie informed the Board that the District's net proceeds for the sale of three vehicles (2003 Jeep Wrangler, 2000 Chevy Lumina 4D, 1996 Ford F2 Pickup Truck) was \$10,217.37.



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### 6. STAFF/COMMISSIONERS/ATTORNEY

#### Kathleen Quong-Vermeire

- Water/Wastewater Agency Response Network (WARN) – Kathleen suggested to the Commissioners to consider taking some of the Incident Command System classes that are offered.

### 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.*

The District's legal counsel, John Milne, determined that an executive session was not necessary.

Mr. Milne informed the Board that on 9/7/11 he contacted Mr. Lipscomb offering on behalf of the District to enter into a Purchase/Sales Agreement with Lakhani Enterprises to purchase real property located at 3767 S. 164th Street, SeaTac, WA 98188, for the amount of \$85,000.00 plus closing costs by 12:00 p.m. September 21, 2011 with the provision that the title be cleared of all encumbrances by the owner.

Mr. Milne reported to the Board that Mr. Lipscomb did not respond to the offer within the required timeframe.

The General Manager and District Engineer recommended to the Board to proceed with the condemnation process and offer just compensation of \$85,000.

Action Taken: Reference Motion 11-9-21(2)

There being no further business of the District, President Guite concluded the meeting at 4:40 p.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**