



# Highline Water District Regular Meeting Minutes October 5, 2011

<b>ATTENDEES</b>		
<b>COMMISSIONERS</b> Gerald R. Guite (arrived @ 9:03 am) 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> Haji Adams, Assistant State Auditor Alfonso Melton, Assistant Audit Manager
Strikeouts indicate absence		

**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**

**Minutes:** September 21, 2011 Regular Meeting

Fund Name	Fund No.	Warrant Date	Vouchers	AMOUNT
Maintenance	09-075-0010	10/11/11	14566 - 14603	\$ 67,644.13
Construction	09-075-3030	10/11/11	901321 - 901322	\$ 192,726.02
Fund Name	Fund No.	Period Ending	EFT Transfer Date	AMOUNT
Payroll Tax	09-075-0010	09/16/11	09/28/11	\$ 21,031.89
Payroll Tax	09-075-0010	09/30/11	10/12/11	\$ 21,094.34
Direct Deposit – Payroll	09-075-0010	09/16/11	09/23/11	\$ 61,601.89
Direct Deposit – Payroll	09-075-0010	09/30/11	10/07/11	\$ 63,471.45
Dept of Retirement	09-075-0010	09/16/11	10/14/11	\$ 9,980.63
Dept of Retirement	09-075-0010	09/30/11	10/14/11	\$ 9,978.48
Dept of Retirement – Deferred Compensation	09-075-0010	09/16/11	09/23/11	\$ 2,858.00
Dept of Retirement –Deferred Compensation	09-075-0010	09/30/11	10/07/11	\$ 2,858.00
HRA –VEBA	09-075-0010	09/16/11	09/23/11	\$ 1,993.50
HRA –VEBA	09-075-0010	09/30/11	10/07/11	\$ 1,993.50
Dept of Revenue – B&O Tax	09-075-0010	08/31/11	09/27/11	\$ 68,493.58

**CONSENT AGENDA RESOLUTIONS**

Item #	Resolution #	Description
3.1	11-10-5A	Resolution accepting developer extension as complete (Polygon Pod A – “ST Multi 2, LLC – Ridgeview Carriage, LLC”)
3.2	11-10-5B	Resolution accepting developer extension as complete (Enterprise Car Rental)

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



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### 3A. AUDIT ENTRANCE CONFERENCE

Haji Adams, Assistant State Auditor and Alfonso Melton, Assistant Audit Manager were in attendance.

Mr. Adams distributed to the Board and staff an Entrance Conference Document that outlined the audit process. Mr. Adams stated that the District's audit would include the following: Accountability Audit for the fiscal year 2010 and a Financial Statement Audit for the fiscal year 2010. The State Auditor will issue an Accountability Audit Report and a Financial Statement Audit Report to the District by December 2011. Mr. Adams stated that the cost of the audit is estimated to be approximately \$15,400 plus travel expenses.

President Guite asked Mr. Melton to check into the cost of a Performance Audit.

### 4. PUBLIC INPUT

No members of the public attended the meeting.

### 5. RESOLUTIONS/MOTIONS

Motion 11-10-5(1) authorizing staff to proceed with Requests for Proposals from consulting engineering firms who are on the Municipal Research Services Center (MRSC) Roster to provide design/engineering services for the Angle Lake Water Main Replacement project.

Commissioner Quong-Vermeire's motion to approve seconded by Commissioner Johnson. After discussion, the motion carried unanimously.

### 6. STAFF/COMMISSIONERS/ATTORNEY

#### Matt Everett

- ◆ Conservation Poster Calendar Contest – The District received a plaque from the PNWS-AWWA commending staff for "Excellence in Communication and Conservation" for sponsoring the calendar poster contest for local elementary school children (grades four through six).
- ◆ WASWD Fall Conference – Matt and Jeremy gave a presentation at the conference on Asset Management, which received positive feedback.

#### Jeremy DelMar

- ◆ Site Lease Agreements - Jeremy asked the Board if they were open to staff renegotiating site lease agreements when an amendment is requested or corresponding to the five-year renewal period in order to recover the District's direct expenses and to be more in line with current market conditions. Jeremy explained that some of the existing site lease agreements have been in effect over numerous years and should be updated. The Board was in favor of staff renegotiating site lease agreements with the provision that staff research other local water districts' policies in order to be fair and equitable.
- ◆ Project 13-1 Angle Lake Water Main Replacement – Jeremy asked the Board for authorization to issue Request for Proposals for the design of this project. Reference Motion 11-10-5(1).



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**6. STAFF/COMMISSIONERS/ATTORNEY**

**Debbie Prior**

- ◆ HWD Surplus Vehicles - Debbie informed the Board that the two surplus vehicles (1993 Chevrolet Flatbed Truck, 1991 Chevrolet Step Van) were delivered to Tumwater for the state auction. The bid deadline is Friday, October 7th. Debbie will update the Board with the bid results.

**Kathleen Quong-Vermeire**

- ◆ WASWD Fall Conference - Commissioner Quong-Vermeire was displeased with the content of several presentations and the scheduling of presentations on Friday that resulted in low attendance.

**Jerry Guite**

- ◆ WASWD Fall Conference - Commissioner Guite was also displeased with the content of the Management Transition presentation and suggested to the Board and staff to reconsider membership in WASWD in 2012.

There being no further business of the District, President Guite concluded the meeting at 10:04 a.m.

**BOARD OF COMMISSIONERS**

**Gerald R. Guite**, President

**Vince Koester**, Secretary

**Daniel Johnson**, Commissioner

**George Landon**, Commissioner

  
**Kathleen Quong-Vermeire**, Commissioner