



Highline Water District Regular Meeting Minutes November 16, 2011

ATTENDEES		
COMMISSIONERS Gerald R. Guite Daniel Johnson Vince Koester George Landon Kathleen Quong-Vermeire	HWD STAFF Matt Everett, General Manager Jeremy DelMar, Eng/Ops Manager Debra Prior, Administrative Manager Mary Fossos, Project Coordinator, CIPs	HWD ATTORNEY(S) John Milne, Inslee-Best Dawn Findlay-Reitan, Inslee-Best VISITORS Haji Adams, Assistant State Auditor Alfonso Melton, Assistant Audit Manager
Strikeouts indicate absence		

1. CALL TO ORDER

President Guite called the meeting to order at 4:00 p.m.

2. APPROVE AGENDA

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

3. CONSENT AGENDA

Minutes:	November 2, 2011 Regular Meeting				
Fund Name	Fund No.	Warrant Date	Vouchers		AMOUNT
Maintenance	09-075-0010	11/07/11	14714		\$ 4,408.22
Maintenance	09-075-0010	11/22/11	14715	- 14762	\$ 115,875.37
Construction	09-075-0030	11/08/11	901330		\$ 85,000.00
Construction	09-075-0030	11/22/11	901331	- 901334	\$ 113,852.78
Fund Name	Fund No.	Period Ending	EFT Transfer Date		AMOUNT
Payroll Tax	09-075-0010	11/11/11	11/23/11		\$ 20,480.09
Direct Deposit – Payroll	09-075-0010	11/11/11	11/18/11		\$ 61,474.81
Dept of Retirement	09-075-0010	11/11/11	12/15/11		\$ 10,031.03
Dept of Retirement – Deferred Compensation	09-075-0010	11/11/11	11/18/11		\$ 2,758.00
HRA –VEBA	09-075-0010	11/11/11	11/18/11		\$ 1,993.50
Dept of Labor & Industries	09-075-0010	09/30/11	10/28/11		\$ 14,173.82
CONSENT AGENDA RESOLUTIONS					
Item #	Resolution #	Description			
NONE					

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

3A AUDIT EXIT CONFERENCE

Haji Adams, Assistant State Auditor and Alfonso Melton, Assistant Audit Manager were in attendance. Mr. Adams distributed an Exit Conference Meeting Agenda to the Board and Staff which included the following topics for discussion: ▪ Accountability Audit Report; ▪ Financial Statement Audit Report and other required communications; ▪ Report publication; ▪ Audit Cost Analysis; ▪ Next scheduled audit; and Customer Service Survey. Mr. Adams was pleased to report that the District's audit was clean with no audit recommendations, no findings or management letter items. The State Auditor will issue a final Accountability Audit Report and a Financial Statement Audit Report to the District in December 2011.



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4. PUBLIC INPUT

No members of the public attended the meeting,

5. RESOLUTIONS/MOTIONS

Resolution 11-11-16A commending employee (Scott Davis) for twenty-five years of service with the District. Commissioner Landon's motion to approve seconded by Commissioner Johnson. After discussion, the motion carried unanimously.

6. STAFF/COMMISSIONERS/ATTORNEY

Matt Everett

- ◆ Dan Caldwell Emails (11/12/11 & 11/14/11) to 33rd District Legislators – Re: SPU Rate Increase – Matt commented on emails Dan Caldwell sent to the state legislators regarding Seattle Public Utilities (SPU) 28% wholesale water rate increase to purveyors. Matt spoke with Mr. Caldwell and Representative Tina Orwell, and clarified that the District would be raising the water rates approximately 6% in 2012 and 3% in 2013.
- ◆ HWD Water Rates Hearing – Matt confirmed with the Board that the public hearing regarding the proposed 2012-2013 water rates is on the agenda of the 11/22/11 Board Workshop meeting.
- ◆ Water Supply vs. Water Sales – Matt informed the Board that the District's 2011 water loss through October was 7.34%.
- ◆ General Manager 2011 Performance Evaluation – Matt distributed the performance evaluation form to the Board.
- ◆ Collective Bargaining (Local 32) – Matt informed the Board that the collective bargaining negotiations would begin this Friday (11/18/11 - 1:30 pm to 4:30 pm). The second session is scheduled for 11/22/11 and the third session on 11/30/11. The bargaining sessions will be attended by Jeff Owen (Local 32), field employees' Dan Sleeth and Jeff Laizure, and Highline representatives, Matt Everett, Jeremy DeIMar and Debbie Prior.
- ◆ Property Condemnation (Lakhani Enterprises) – Matt informed the Board that the owner, Mr. Lipscomb, filed a Quit Claim Deed on September 1, 2011 for said property to Jefferson Holdings and due to this finding on the title report, the District will not submit the \$85,000 check to the King County Superior Court Clerk until Jefferson Holdings executes the Stipulation for Immediate Use and Possession documents.

Matt also noted that the District would not be required by Valley View Sewer District to be part of the Utility Local Improvement District No. 46 for sewer hookup. Matt said the property would not need sewer because its only use will be as a driveway to access the treatment plant facility.

- ◆ Tri-State PNWS Water Utilities Council Meeting - Matt informed the Board that the meeting would be held this Friday, November 18, 2011 (9:30 am to 1:00 pm) at the Red Lion Hotel in SeaTac.



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6. STAFF/COMMISSIONERS/ATTORNEY

Matt Everett

- ◆ Water Supply Forum – Regular Rates & Supply Economics Workshop – Matt informed the Board that the workshop would be held this Friday, November 18, 2011 (8:30 am to 4:30 pm) at Bellevue City Hall.

Jeremy DelMar

- ◆ KCWD 125 Emergency Intertie Request – Jeremy explained to the Board that this would be a manual intertie with a one-way feed from HWD to KCWD 125. The intertie would be located in the area of S 158th St & 42nd Ave S. Jeremy stated that he is working with KCWD 125's consultant (PACE Engineers, Inc.) on the design.

Debbie Prior

- ◆ Surplus Vehicles (Authorized per Resolution 11-9-7C) – Debbie reported that the District received \$2,821 for the 1991 Chevrolet Step Van and \$5,081 for the 1993 Chevrolet Flatbed Truck.

There being no further business of the District, President Guite concluded the meeting at 5:02 p.m.

BOARD OF COMMISSIONERS

Gerald R. Guite, President

Vince Koester, Secretary

Daniel Johnson, Commissioner

George Landon, Commissioner

Kathleen Quong-Vermeire, Commissioner