



Highline Water District Workshop Meeting Minutes November 22, 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 Dan Caldwell
Strikeouts indicate absence		

1. CALL TO ORDER

President Guite called the meeting to order at 9:00 a.m.

2. APPROVE AGENDA

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

3. CONSENT AGENDA

Minutes:	November 16, 2011 Regular Meeting				
Fund Name	Fund No.	Warrant Date	Vouchers		AMOUNT
Maintenance	09-075-0010	11/29/11	14763	- 14784	\$ 545,046.22
Construction	09-075-0030	11/29/11	901335	- 901336	\$ 27,123.59
Fund Name	Fund No.	Period Ending	EFT Transfer Date		AMOUNT
Dept of Revenue – B&O Tax	09-075-0010	10/31/11	11/28/11		\$ 61,495.40
CONSENT AGENDA RESOLUTIONS					
Item #	Resolution #	Description			
NONE					

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

3A PUBLIC HEARING – PROPOSED 2012-2013 WATER RATES

The purpose of the hearing was to give the public an opportunity to comment on the proposed modification of water rates for 2012-2013.

President Guite opened the public hearing at 9:01 am to give the public an opportunity to comment on the proposed modifications of water rates in 2012 and 2013. The General Manager gave a presentation to explain the justification for the proposed rate increases and answered questions of the Board and members of the public.

Customer Dan Caldwell was the only member of the public to attend the Public Hearing on the proposed 2012-2013 water rates. Mr. Caldwell stated his opinion that Seattle Public Utilities' (SPU) is gouging the purveyors with a 28% rate increase to supply wholesale water.



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President Guite thanked Mr. Caldwell for his participation in the public hearing. With no other members of the public present, President Guite closed the public hearing and resumed the Workshop meeting at 9:27 am.

4. PUBLIC INPUT

Customer Dan Caldwell said that he had been recently elected to serve on the Council for the City of Des Moines.

5. RESOLUTIONS/MOTIONS

Resolution 11-11-22A amending Highline Water District Code (HWDC) Chapter 6.04 – Rates, Section 6.04.020 Water/Miscellaneous Rates. Commissioner Koester's motion to approve seconded by Commissioner Landon. After discussion, the motion carried unanimously.

Motion 11-11-22(1) confirming the General Manager's decision to declare an emergency event and waive competitive bidding requirements pursuant to RCW 39.04.280(1)(e); (2)(b) and (3) for the repair of a water main failure at S 240th St & Military Rd S. and further authorized the General Manager to hire Buno Construction, LLC, to perform the emergency repairs on a time and materials basis, beginning Monday, November 28, 2011. Commissioner Koester's motion to approve seconded by Commissioner Johnson. After discussion, the motion carried unanimously.

6. DRAFT 2012 OPERATING BUDGET

Matt and Debbie reviewed the revisions made to the previous version discussed at the 10/25/11 Board Workshop and answered questions of the Board.

Commissioner Quong-Vermeire stated her opposition of the District's membership in the Washington Association of Sewer & Water Districts (WASWD).

Staff will present a resolution to adopt the 2012 Operating Budget at the 12/7/11 Board meeting.

7. DRAFT 2012 GOALS & OBJECTIVES

Matt asked the Board to review the draft copy of the 2012 Goals & Objectives and contact if they have any comments or recommendations. Staff will present a resolution to adopt the 2012 Goals & Objectives at the 12/7/11 Board meeting.

8. DRAFT 2012 CAPITAL IMPROVEMENT PROGRAM

Jeremy presented the Draft CIP and answered questions of the Board. Staff will present a resolution to adopt the 2012 Capital Improvement Program at the 12/7/11 Board meeting.



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9. EXECUTIVE SESSION

RCW 42.30.140(4)(a) Collective bargaining sessions with employee organizations, including contract negotiations, grievance meetings, and discussions relating to the interpretation or application of a labor agreement; or (b) that portion of a meeting during which the governing body is planning or adopting the strategy or position to be taken by the governing body during the course of any collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress.

President Guite convened an Executive Session at 10:35 a.m. In attendance were Commissioners' Guite, Johnson, Koester, Landon, Quong-Vermeire and Matt Everett, General Manager, Jeremy DelMar, Engineering/Operations Manager and Debbie Prior, Administrative Manager. The General Manager advised that the executive session would be concluded in approximately twenty minutes. At 10:55 a.m., it was publicly announced that the executive session would be extended twenty minutes. At 11:15 a.m., the executive session concluded and the open public meeting reconvened.

No action was taken by the Board.

10. OTHER (Items were addressed prior to the Executive Session)

Jeremy DelMar

- ◆ WSDOH –Water System Sanitary Survey – Jeremy shared with the Board a follow-up letter from the District received from Paige S. Igoe, P.E., WSDOH Regional Engineer, regarding the inspection of the District's water system on 9/8/11. Ms. Igoe stated in her letter "The Highline Water District system appears to be in excellent condition; a result of hard working staff and a comprehensive maintenance program." A copy of the letter was distributed to the Board.
- ◆ Main failure at S 240th St & Military Rd S – Jeremy informed the Board that the District received a call on Saturday (11/19/11) from a customer reporting water was surfacing in the roadway. The District's on-call person (Keith Coburn) responded to the site and isolated the section of main that was leaking. On Monday (11/21/11), District crews potholed and discovered that the main was an 8-inch steel main. The main serves as a loop to the neighborhood and an existing emergency intertie from the District to the City of Kent. It is essential that the main be replaced quickly to ensure redundancy in the area.

Jeremy spoke with Dan Buno, Buno Construction, LLC, to discuss repairing the main on a time and materials basis. Mr. Buno estimated the cost to repair the main between \$25,000 to \$30,000.

The repairs will entail open-cutting both lanes on Military Rd S. The City of Kent will require the District to replace the two concrete panels affected by the open-cut in the spring of 2012. This portion of the work will be bid by separate contract.



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10. OTHER (Items were addressed prior to the Executive Session)

Matt asked the Board for a motion to confirm his recommendation to declare an emergency and waive competitive bidding requirements. A formal resolution will be presented at the December 7th Board meeting.

Action Taken: Reference Item 5 - Motion 11-11-22(1).

- ◆ City of Des Moines Gateway Project – Jeremy informed the Board that the City of Des Moines received partial funding for this project. The funding was allocated for S 216th St between 18th Ave S and 24th Ave S. The City did not receive funding for 24th Ave S. Jeremy stated that the District has an 18" cast iron main in the S. 216th St. project area that does not need to be replaced. District crews will move hydrants back and update services prior to the City's work.

There being no further business of the District, President Guite concluded the meeting at 11:16 a.m.

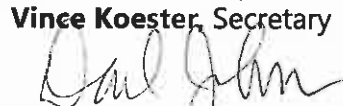
BOARD OF COMMISSIONERS



Gerald R. Guite, President



Vince Koester, Secretary



Daniel Johnson, Commissioner



George Landon, Commissioner



Kathleen Quong-Vermeire, Commissioner