



# Highline Water District Meeting Minutes December 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 Greg Wilson, Customer Service Supervisor	<b>HWD ATTORNEY(S)</b> <del>John Milne, Inslee-Best</del> <del>Dawn Findlay Reitan, Inslee-Best</del> <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 Landon's motion to approve the Agenda as presented, seconded by Commissioner Johnson. The motion carried unanimously.

### 3. CONSENT AGENDA

Minutes:	December 7, 2011 Regular Meeting				
Fund Name	Fund No.	Warrant Date	Vouchers		AMOUNT
Maintenance	09-075-0010	12/09/11	14816		\$ 8,201.15
Maintenance	09-075-0010	12/16/11	14817		\$ 4,127.75
Maintenance	09-075-0010	12/28/11	14818	- 14869	\$ 296,558.42
Construction	09-075-0030	12/28/11	901340	- 901343	\$ 36,746.19
Maintenance – Payroll	09-075-0010	12/16/11	302385		\$ 657.61
Fund Name	Fund No.	Period Ending	EFT Transfer Date		AMOUNT
Payroll Tax	09-075-0010	12/09/11	12/21/11		\$ 20,298.54
Direct Deposit – Payroll	09-075-0010	12/09/11	12/16/11		\$ 61,826.40
Dept of Retirement	09-075-0010	12/09/11	01/13/12		\$ 10,006.72
Dept of Retirement – Deferred Compensation	09-075-0010	12/09/11	12/16/11		\$ 2,758.00
HRA –VEBA	09-075-0010	12/09/11	12/16/11		\$ 1,993.50
Dept of Revenue – B&O Tax	09-075-0010	11/30/11	12/28/11		\$ 55,717.98
CONSENT AGENDA RESOLUTIONS					
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

Customer Ron Satterthwait addressed the Board regarding a high reading on his water bill. Mr. Satterthwait had no explanation for the high consumption reading and stated that he did not have any fixtures that were leaking. District staff tested the meter, which was determined to be accurate. Greg Wilson, Customer Service Supervisor, attended the meeting to address questions from the Board and Mr. Satterthwait.



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### 5. RESOLUTIONS/MOTIONS

Resolution 11-12-21A appointing auditing officers (Matt Everett and Debbie Prior) for the purpose of authorizing the issuance of warrants and electronic transactions prior to Board of Commissioners approval. Commissioner Landon's motion to approve seconded by Commissioner Johnson. After discussion, the motion carried unanimously.

Resolution 11-12-21B approving 2012-2015 Local 32 Union Agreement. Commissioner Koester's motion to approve seconded by Commissioner Landon. After discussion, the motion carried unanimously.

Resolution 11-12-7C authorizing the General Manager to execute a Letter of Understanding relating to the Sound Transit Light Rail – Airport Station to South 200th Street Utility Relocation work. Commissioner Landon's motion to approve seconded by Commissioner Koester. After discussion, the motion carried unanimously.

Motion 11-12-21(1) authorizing, effective 1/1/2012, to give non-bargaining unit employees a 2.6% cost of living increase and give five district positions another 2% increase to bring them closer to the average market compensation for like positions within other districts. Commissioner Koester's motion to approve seconded by Commissioner Landon. After discussion, the motion carried unanimously.

Motion 11-12-21(2) authorizing the General Manager on behalf of the District to execute the Settlement Agreement and Release with Jefferson Holdings/Lakhani Enterprises and to make an additional payment of \$15,000 to the King County Superior Court Clerk per the Settlement Agreement for the purchase of the property located at 3767 S. 164th Street, SeaTac, Washington 98188, identified as King County Assessor's Parcel No. 537980-2370-03. Commissioner Koester's motion to approve seconded by Commissioner Landon. After discussion, the motion carried unanimously.

Motion 11-12-21(3) authorizing staff to proceed with contract negotiations with BHC Consultants for the design of the Angle Lake Water Main Replacement (Project 13-1). Commissioner Koester's motion to approve seconded by Commissioner Landon. After discussion, the motion carried unanimously.



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**6. STAFF/COMMISSIONERS/ATTORNEY**

**Jeremy DelMar**

- ◆ Renewal of 2012 On-Call Engineering (PACE) and 2012-2013 Telemetry (S&B Inc) Consultant Contracts - Jeremy informed the Board that he would present resolutions to authorize the agreements at the 1/4/2012 Board meeting.

**Matt Everett**

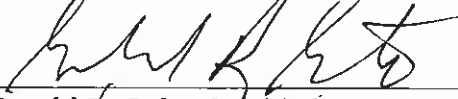
- ◆ Selection of Engineering Consultant for Angle Lake Water Main Replacement Project – Matt, Jeremy and Dave Stanley interviewed the two finalists and selected BHC Consultants, Inc. for the design of the project. Jeremy asked the Board to authorize staff to proceed with contract negotiations with BHC Consultants.

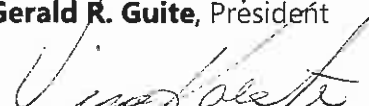
Action Taken: Reference Motion 11-12-21(3).

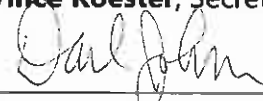
- ◆ 2011 HWD Monthly Water Supply vs. Water Sales – Matt informed the Board that the unaccountable water loss was at 5.8% through November 2011.

There being no further business of the District, President Guite concluded the meeting at 4:56 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