



Highline Water District Minutes January 20, 2010

COMMISSIONERS PRESENT

Gerald R. Guite
Daniel Johnson
Vince Koester
George Landon
Kathleen Quong-Vermeire
CONSULTANT(S) PRESENT

STAFF PRESENT

Matt Everett, General Manager
Jeremy DelMar, Engineering Manager
Debra Prior, Administrative Manager
Mary Fossos, Project Coordinator, CIPs
ATTORNEY(S) PRESENT
John Milne

Note: Strikeouts indicate absence

1. CALL TO ORDER

President Quong-Vermeire called the meeting to order at 4:00 p.m.

2. APPROVE AGENDA

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

3. CONSENT AGENDA

Consent Agenda Items are considered to be routine and non-controversial and are generally approved as a group with one motion. Any Commissioner may remove any item from the Consent Agenda for separate discussion and action. Vouchers audited and certified by the auditing officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.080 have been recorded on a listing, which was made available to the Board of Commissioners.

Minutes: January 6, 2009 Regular Meeting

| Fund Name | Fund No. | Warrant Date | Vouchers | | | AMOUNT |
|-----------------------|-------------|--------------|----------|---|--------|---------------|
| Maintenance | 09-075-0010 | 01/21/2010 | 12502 | - | 12503 | \$ 1,925.67 |
| Maintenance | 09-075-0010 | 01/26/2010 | 12504 | - | 12552 | \$ 323,594.64 |
| Construction | 09-075-3030 | 01/26/2010 | 901144 | - | 901148 | \$ 71,978.67 |
| Maintenance – Payroll | 09-075-0010 | 01/22/2010 | 302310 | - | 302329 | \$ 5,657.40 |

| Fund Name | Fund No. | Period Ending | EFT Transfer Date | AMOUNT |
|--|-------------|---------------|-------------------|--------------|
| Payroll Tax | 09-075-0010 | 01/15/2010 | 01/27/2010 | \$ 3,385.20 |
| Payroll Tax | 09-075-0010 | 01/08/2010 | 01/20/2010 | \$ 23,489.48 |
| Direct Deposit | 09-075-0010 | 01/08/2010 | 01/15/2010 | \$ 64,003.35 |
| HRA – VEBA | 09-075-0010 | 01/08/2010 | 01/15/2010 | \$ 2,151.50 |
| Dept of Retirement | 09-075-0010 | 01/08/2010 | 02/15/2010 | \$ 8,288.40 |
| Dept of Retirement – Deferred Compensation | 09-075-0010 | 01/08/2010 | 01/22/2010 | \$ 3,153.00 |
| Dept of Labor & Industries – L&I Tax | 09-075-0010 | 12/31/2009 | 01/29/2010 | \$ 9,364.31 |

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

4. PUBLIC INPUT

Customer Edward Etherington asked to speak to the Board about his water bill. Mr. Etherington had a leak in his service line. When his meter was read by District staff, Mr. Etherington was notified of a suspected leak. Mr. Etherington replaced his service line and then requested a leak credit. The District gave Mr. Etherington a leak credit, roughly cutting his bill in half. However, Mr. Etherington wanted his bill reduced beyond the District's leak credit policy. The Board stated that it must follow its leak credit policy and could not further reduce his bill.



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5. RESOLUTIONS/MOTIONS

Resolution 10-1-20A authorizing amendment to the Highline Water District Code Book, Chapter 2.10-Travel (Sections: 2.10.010; 2.10.020; 2.10.030; 2.10.040 and 2.10.060). Commissioner Guite's motion to approve was seconded by Commissioner Landon. After discussion, the motion carried unanimously.

Resolution 10-1-20B authorizing amendment to the Highline Water District Code Book, Chapter 2.16-Purchasing (add Section 2.16.082 Purchasing-Meals). Commissioner Koester's motion to approve was seconded by Commissioner Guite. After discussion, the motion carried unanimously.

Resolution 10-1-20C authorizing the General Manager to enter into a one-year General Services Contract with PACE Engineers, Inc. Commissioner Koester's motion to approve was seconded by Commissioner Landon. After discussion, the motion carried unanimously.

Commissioner Johnson's motion to authorize the General Manager to purchase a 2009 Ford Econoline 250 Van from Bowen Scarff Ford in lieu of purchasing through the state at a higher cost, was seconded by Commissioner Koester. The van was included in the 2010 Operating Budget. The budget was \$29,000. The total cost was \$20,071.35, including sales tax. After discussion, the motion carried unanimously.

6. STAFF/COMMISSIONERS/ATTORNEY

Kathleen Quong-Vermeire

- ◆ Commissioner Quong-Vermeire attended the Emergency Management Preparedness meeting. She informed the Board and staff that she would be on a Committee with Don Perry (LUD) to accumulate resources data from other participating districts.

Matt Everett

Matt reviewed the following item(s) from the General Manager's Report of 1/20/10:

- ◆ Headquarters Roof Repair – Wetherholt Associates estimated the construction costs for the roof repair at \$210,000. Matt informed the Board that the estimate is based on replacing the entire roof. Matt said he and Jeremy would meet with Wetherholt Associates again to discuss other options.
- ◆ HWD Fuel Card Investigation – Matt received a letter from Jim Brittain, CPA, Director of Special Investigations, stating they were not able to determine accountability for the unusual transactions. The auditor recommended that the District institute internal controls to ensure all employees are aware of the gas purchase process and held accountable for transactions.
- ◆ WASWD 2010 Commissioners' Workshop – Lynnwood, WA – Saturday, 1/23/2010
Commissioners' Guite, Koester and Quong-Vermeire plan to attend.
- ◆ Washington Employers – Matt informed the Board that the District joined WA Employers, a Human Resources Consulting firm at a cost of about \$1,650 per year, below the \$2,500 budgeted.
- ◆ Emergency Management Preparedness Committee Meetings - Matt attended the meeting today (1/20/10 @10:00 AM at WASWD Office) and informed the Board and staff that Laura Gallez was elected the Chair for 2010. Matt said the meetings are scheduled every other month on the second Tuesday at 10:00 AM.



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- ◆ Enduris 2009 Annual Report - Matt distributed a copy of the report to the Board and staff.
- ◆ Legislative Issues – HB 2749 (County Utility Tax) and HB 2795 (Assumption)
Both House Bills were discussed; The Board opposes these house bills that allow counties and cities to add a utility tax on districts' water and sewer bills.

Debbie Prior

- ◆ Washington State Office of Financial Management Mileage Stipend – The 2010 rate is .50 per mile.
- ◆ King County Investment Pool Annual Meeting - Debbie plans to attend the meeting.

Jeremy DelMar

- ◆ KCWD #54 – Request for Easement to Relocate Intertie on HWD Pump Station #5 Property
Jeremy explained to the Board that the assessed property value is \$66,500 (based on 7,000 sq. ft @ \$9.50 per sq. ft.). The industry standard to determine the value for a 10' x 30' foot easement is 10% to 25% of the \$9.50 per sq. ft. assessment. KCWD #54 offered \$570.00 for the easement. After discussion upon a motion duly made and seconded, the Board accepted the offer of \$570.00, which is equal to (\$9.50 x 300 sq. ft. x 20%).

Jerry Guite

- ◆ WASWD Section IV Meeting – Jerry attended the meeting on 1/18/2010. House Bill 2749 (an act relating to local government taxation) was discussed. Jerry said he is against a city or county utility tax.

There being no further business of the District, President Quong-Vermeire adjourned the meeting at 5:15 PM.

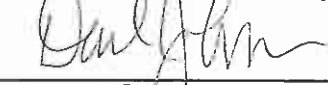
BOARD OF COMMISSIONERS



Kathleen Quong-Vermeire, President



Gerald R. Guite, Secretary



Daniel Johnson, Commissioner



Vince Koester, Commissioner



George Landon, Commissioner