



**Highline Water District  
Regular Board Meeting Minutes  
October 6, 2010**

| <b>ATTENDEES</b>   |   |   |
|--|---|---|
| <b>COMMISSIONERS</b><br>Gerald R. Guite<br>Daniel Johnson<br>Vince Koester<br>George Landon<br>Kathleen Quong-Vermeire | <b>HWD STAFF</b><br>Matt Everett, General Mgr.<br>Jeremy DelMar, Eng/Ops Mgr. <b>CONF</b><br>Debra Prior, Administrative Mgr. <b>OFF</b><br>Mary Fossos, Proj. Coordinator., CIPs | <b>HWD ATTORNEY(S)</b><br>John Milne<br><br><b>VISITORS</b> |
| <b>Strikeouts indicate absence</b>   |   |   |

**1. CALL TO ORDER**

President Quong-Vermeire called the meeting to order at 9:00 a.m.

**2. APPROVE AGENDA**

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

**3. CONSENT AGENDA**

| Minutes:                                   | September 22, 2010 Special Board Meeting; September 28, 2010 Workshop Meeting |               |                   |        |              |
|--|---|---------------|-------------------|--------|--------------|
| Fund Name                                  | Fund No.  | Warrant Date  | Vouchers          |        | AMOUNT       |
| Maintenance                                | 09-075-0010   | 10/12/10      | 13353 - 13402     |        | \$ 88,416.16 |
| Construction                               | 09-075-3030   | 10/12/10      | 901212 - 901215   |        | \$ 18,499.94 |
| Maintenance – Payroll                      | 09-075-0010   | 10/08/10      | 302339            |        | \$ 287.68    |
| Fund Name                                  | Fund No.  | Period Ending | EFT Transfer Date | AMOUNT |              |
| Payroll Tax                                | 09-075-0010   | 10/01/10      | 10/13/10          | \$     | 24,846.34    |
| Direct Deposit - Payroll                   | 09-075-0010   | 10/01/10      | 10/08/10          | \$     | 68,813.33    |
| Dept of Retirement                         | 09-075-0010   | 10/01/10      | 11/15/10          | \$     | 8,513.68     |
| Dept of Retirement – Deferred Compensation | 09-075-0010   | 10/01/10      | 10/08/10          | \$     | 3,940.50     |
| HRA - VEBA                                 | 09-075-0010   | 10/01/10      | 10/08/10          | \$     | 2,151.50     |
| Dept of Revenue – Unclaimed Property       | 09-075-0010   | 09/30/10      | 10/15/10          | \$     | 190.80       |
| Dept of Labor & Industries - Tax           | 09-075-0010   | 09/30/10      | 10/27/10          | \$     | 13,870.88    |
| <b>CONSENT AGENDA RESOLUTIONS</b>          |   |               |                   |        |              |
| Item #                                     | Resolution #  | Description   |                   |        |              |
| <b>NONE</b>                                |   |               |                   |        |              |

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

**4. PUBLIC INPUT**

No members of the public attended the meeting.



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### 5. RESOLUTIONS/MOTIONS

- ◆ Resolution 10-10-6A commending employee (Dave Stanley) for twenty-five years of service. Commissioner Koester's motion to approve seconded by Commissioner Landon. After discussion, the motion carried unanimously.
- ◆ Motion 10-10-6(1) by Commissioner Guite to direct the General Manager to ask the Washington State Auditor if they would be willing to conduct a performance audit of the District. After discussion, the motion carried 3 to 2 with Commissioners' Landon and Koester voting no.

### 6. STAFF/COMMISSIONERS/ATTORNEY

#### Kathleen Quong-Vermeire

- ◆ AWWA Webcast: Introducing J100 RAMCAP® Standard for Risk and Resilience Management of Water and Wastewater Systems – October 20, 2010 at 10:00 AM – Commissioner Quong-Vermeire informed the Board and staff that the WASWD Emergency Preparedness Committee will host this webinar offered by AWWA. The speaker, Kevin Morley, is the Security & Preparedness Program Manager for the American Water Works Association. The AWWA and ASME Innovative Technologies Institute (ASME-ITI) developed the first voluntary consensus standard encompassing an all-hazards risk and resilience management process for use specifically by water and wastewater utilities. The standard received final clearance from the American National Standards Institute (ANSI) in May 2010 and became effective July 1, 2010.

#### Matt Everett

*Matt commented on the following items from the 10/06/10 General Manager's Report:*

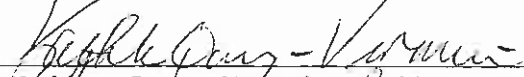
- ◆ HWD Water Consumption/Water Loss – Currently, the accounted for water loss is at 10.42% and water sales are down 10.96%.
- ◆ HWD Organization Chart – Matt distributed the District's chart to the Commissioners.
- ◆ 2011 Rate Increase/HWD Staffing Comparisons to Local Water & Sewer Districts – Matt distributed spreadsheets comparing connections and miles of pipe per employee. Matt reminded the Board that in the rate study done by FCSG, the McMicken Heights Treatment Plant was to be financed with bonds over a twenty-year period. The Board did not want to purchase bonds and opted to finance the project out of revenues/rates. In addition, health insurance premiums are increasing by 13.1% in 2011 and Seattle Public Utilities will be raising rates in 2011 by 3% and at least 14% in 2012. Matt said with less revenue, the District will need to raise rates to keep up with increased expenses. Commissioner Guite recommended a workforce assessment. *Reference Motion 10-10-6(1).*
- ◆ Project 10-3 HWD HQ Roof Repair/Office Remodel – The preconstruction meeting was held on Monday, 10/04/10. The contractor anticipates starting the project on 10/18/10.
- ◆ Project 10-2 360 Zone PRVs/Orillia Rd S – The project is out for bids. The bid opening is scheduled for 10/14/10.

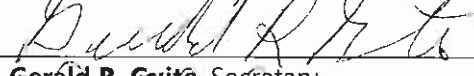



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There being no further business of the District, President Quong-Vermeire concluded the meeting at 9:34 AM.


**BOARD OF COMMISSIONERS**

  
\_\_\_\_\_  
**Kathleen Quong-Vermeire, President**

  
\_\_\_\_\_  
**Gerald R. Guite, Secretary**

  
\_\_\_\_\_  
**Daniel Johnson, Commissioner**

  
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**Vince Koester, Commissioner**

  
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**George Landon, Commissioner**