



Highline Water District Workshop Meeting Minutes November 23, 2010

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

1. CALL TO ORDER

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

2. APPROVE AGENDA

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

3. DRAFT 2011 OPERATING BUDGET

Matt reviewed several minor revisions to the previous draft budget discussed at the Special Board meeting on 10/27/10 and answered Commissioners' questions. A resolution to adopt the 2011 Operating Budget will go before the Board at the 12/1/10 Board meeting.

4. DRAFT 2011 CAPITAL IMPROVEMENT PLAN

Jeremy reviewed the proposed budget for capital improvement projects as follows:

- Project 06-1 Southcenter Parkway Extension – Segale is still working on obtaining permits (US Army COE #401 and #404) for the construction of the levee. Water main construction will commence in Spring 2011.
- Project 07-2 McMicken Heights Production Well/Treatment Plant – The District is waiting to obtain the building and grading permits from the City of SeaTac. Expect to bid project by Spring 2011.
- Project 10-1 City of SeaTac 42nd Ave S Sidewalk Improvements/Water Main Replacement – Project complete. District will be invoiced at the end of the year. Jeremy said the project was under budget.
- Project 10-2 360 Zone PRVs and Orillia Rd Water Main Replacement – The construction contract was awarded to Titan Earthwork, LLC. Segale Properties will reimburse the District 50% for the total cost of the project. Construction will start early 2011.
- Project 10-3 HWD Headquarters Roof Repair/Office Remodel – The substantial completion of the project is anticipated in January 2011.
- Project 11-1 Star Lake Tank Interior Painting – The District will hire a consultant to determine the condition of the interior of the tank before proceeding with the project. Budget has been allocated to proceed with design in 2011 and for construction in early 2012.



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- Project 11-2 North Hill Tank Exterior/Interior Painting - The District will hire a consultant to determine the condition of the exterior and interior of the tank before proceeding with the project. Budget has been allocated to proceed with design in 2011 and for construction in early 2012.

5. DRAFT 2011 GOALS AND PROCEDURES

Matt and Jeremy reviewed the goals for 2011. In February 2011, Matt will provide the Board with the statistics of the 2010 goals achieved.

6. METER LOCK POLICY

Matt discussed with the Board a proposed revision to the current policy regarding the base rate charges. Matt proposed charging the base rate for all locked meters i.e., delinquent accounts, requested locks for domestic meters and requested locks for irrigation meters. After discussion, the Board agreed unanimously to charge the base rate on locked meters for delinquent accounts and requested locks on domestic meters. The Board was not in favor of charging the base rate on requested locks for irrigation meters. A resolution to adopt the revisions to the base rate charge policy will go before the Board at the 12/1/10 Board meeting.

7. OTHER

Vince Koester

- Inactive Pump Station No. 5 on S. 216th St – Commissioner Koester requested staff get proposals for demolishing the building. Commissioner Koester emphasized that the District should retain the property for potential future use by the District. Jeremy will work on obtaining proposals and report to the Board at a future Board meeting.

Matt Everett

- Seattle Water Supply System - Operating Board Independent Member – The City of Seattle solicited applications for a qualified person to serve as the independent seventh member of the Seattle Water Supply Operating Board (O.B.). The Operating Board consists of seven members, composed of three members representing Seattle Public Utilities, three members representing Seattle's wholesale customers and an independent seventh member. Two applicants were interviewed by Dan Swenson, O.B. Administrator, Nancy Ahrens, O.B. Vice Chair and Matt Everett, O.B. Chair.

The recommendation of Mr. Swenson, Ms. Ahrens and Mr. Everett for the 7th member position is Ron Little, General Manager of Sammamish Plateau Water and Sewer District (SPWSD). Mr. Little will retire from SPWSD effective 12/31/10.

Jerry Guite

- Commissioner Guite requested staff to confirm that the installation of KCWD #54's intertie on Highline's property (inactive Pump Station No. 5 site) is located within the described easement. Jeremy explained that the work is within the easement allowed, however, the easement was shifted back 5' from the right-of-way (ROW) line to anticipate ROW acquisition



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by the City of Des Moines for the S 216th St Gateway Project. The City will need to purchase 5' of property from Highline, which will prevent having to move the intertie twice.

There being no further business of the District, President Quong-Vermeire concluded the meeting at 10:41 AM.

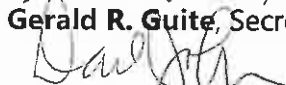
BOARD OF COMMISSIONERS



Kathleen Quong-Vermeire, President



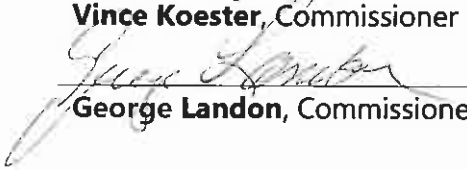
Gerald R. Guite, Secretary



Daniel Johnson, Commissioner



Vince Koester, Commissioner



George Landon, Commissioner