



# Highline Water District Regular Board Meeting Minutes October 20, 2010

<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 Mgr. Jeremy DeMar, Eng/Ops Mgr. Debra Prior, Administrative Mgr. Mary Fossos, Proj. Coordinator., CIPs	<b>HWD ATTORNEY(S)</b> John Milne  <b>VISITORS</b>
Strikeouts indicate <b>absence</b>		

**1. CALL TO ORDER**

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

**2. APPROVE AGENDA**

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

**3. CONSENT AGENDA**

Minutes:	October 6, 2010 Regular Board Meeting				
Fund Name	Fund No.	Warrant Date	Vouchers		AMOUNT
Maintenance	09-075-0010	10/26/10	13403	-	13457 \$ 697,976.09
Construction	09-075-3030	10/08/10	901216	-	\$ 4,119.61
Construction	09-075-3030	10/26/10	901217	-	901222 \$ 39,018.22
Fund Name	Fund No.	Period Ending	EFT Transfer Date	AMOUNT	
Payroll Tax	09-075-0010	10/15/10	10/27/10	\$ 23,166.40	
Direct Deposit - Payroll	09-075-0010	10/15/10	10/22/10	\$ 64,245.04	
Dept of Retirement	09-075-0010	10/15/10	11/15/10	\$ 8,272.69	
Dept of Retirement – Deferred Compensation	09-075-0010	10/15/10	10/22/10	\$ 3,940.50	
HRA - VEBA	09-075-0010	10/15/10	10/22/10	\$ 2,151.50	
CONSENT AGENDA RESOLUTIONS					
Item #	Resolution #	Description			
<b>3.1</b>	<b>10-10-20A</b>	Accept Developer Extension as Complete – SeaTac Wally Park			

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

**4. PUBLIC INPUT**

No members of the public attended the meeting.

**5. RESOLUTIONS/MOTIONS**

- ◆ Resolution 10-10-20B authorizing twenty-four month time extension to developer extension project (Bow Lake Transfer & Recycling Station). Commissioner Landon's motion to approve seconded by Commissioner Guite. After discussion, the motion carried unanimously.



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### 5. RESOLUTIONS/MOTIONS

- ◆ Resolution 10-10-20C authorizing Consultant Amendment #2 (PACE Engineers, Inc. - Contract #10-60-06) for Project 10-2 360 Zone PRV Stations. Commissioner Landon's motion to approve seconded by Commissioner Guite. After discussion, the motion carried unanimously.
- ◆ Resolution 10-10-20D approving and adopting Highline Water District's Regional Hazard Mitigation Plan Annex. Commissioner Koester's motion to approve seconded by Commissioner Johnson and carried unanimously.
- ◆ Resolution 10-10-20E authorizing Consultant Amendment #1 (Gray & Osborne – Contract #09-60-19) for Project 10-1 42nd Ave S Water Main Replacement. Commissioner Landon's motion to approve seconded by Commissioner Guite and carried unanimously.
- ◆ Motion 10-10-20(1) – Commissioner Guite's motion as amended by Commissioner Quong-Vermeire to suspend funding of the District's tapping team in 2011 and review potential funding in 2012, seconded by Commissioner Landon. After discussion, the motion carried unanimously.
- ◆ Motion 10-10-20(2) – Commissioner Koester's motion to discontinue participation in the City of Burien's Octoberfest seconded by Commissioner Guite. After discussion, the motion carried unanimously.
- ◆ Motion 10-10-20(3) – Commissioner Koester's motion to cancel the 10/26/10 Workshop meeting due to a scheduling conflict and schedule a Special meeting for 10/27/10 at 9:00 a.m. seconded by Commissioner Guite. After discussion, the motion carried unanimously.

### 6. STAFF/COMMISSIONERS/ATTORNEY

#### Debbie Prior

- ◆ 3<sup>rd</sup> Quarter Financials – Actual vs. Budget - Debbie distributed the Third Quarter Financial Report to the Board and staff. Debbie and Matt reviewed the budget status with the Commissioners and answered questions of the Board.
- ◆ AWWA Customer Service Class – Carryn and Delylah attended the class held at Alderwood Water & Sewer District on 10/13 & 10/14/10. Carryn and Delylah said the class was very informative.
- ◆ Fund Raiser for the Des Moines Food Bank – District employees will raise funds by selling "Butter Braids" to friends and family.
- ◆ Washington State Audit – The state auditor will begin on Monday, October 25, 2010. The entrance conference will be held at the 10/27/10 Special Board Meeting.

#### Jeremy DelMar

- ◆ Project 10-3 HWD HQ Roof Repair/Office Remodel - Jeremy informed the Board that the contractor has scheduled a crane for Saturday, October 30, 2010, to remove the existing HVAC system and fountain.



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### 6. STAFF/COMMISSIONERS/ATTORNEY

- ◆ Project 10-2 360 Zone PRVs/Orillia Rd S Water Main Replacement – The District will secure a Letter of Credit from Segale Properties, LLC, for fifty percent of the construction costs. The low bidder for the project was Titan Excavating. Staff will prepare a recommendation letter to award the project at a meeting in November.

#### **Jerry Guite**

- ◆ Commissioner Guite asked Debbie to compare Manheim Auctions, Inc. (Kent, WA) and Midland Odessa Auto Auction (Odessa, TX) for surplussing vehicles vs. the state auction. Debbie will report back to the Board at a future meeting.

#### **Matt Everett**

*Matt commented on the following items from the 10/20/10 General Manager's Report:*

- ◆ Beffa Dental - Request for Leak Adjustment – Matt explained to the Board that Mr. Beffa requested a leak adjustment due to his irrigation system malfunctioning. Matt said that this was not a leak and is not covered under the District's Leak Adjustment policy. The Board agreed and denied Mr. Beffa a leak adjustment.
- ◆ Seattle-Tacoma International Airport – Legislative & Local Government Staff Orientation Day – Thursday, 10/21/10 – Matt asked the Commissioners if they planned to attend this event. Commissioner Quong-Vermeire said she would attend the orientation.
- ◆ Customer James Axtell conveyed his thanks to Steve McReynolds for the on-site demonstration of how the remote meter readers work.
- ◆ Employee Abel Cortinas submitted his official retirement notice, effective 12/30/10.
- ◆ Healthcare/Staffing Discussion @ Lakewood Water District, Wednesday, 10/20/10 – Debbie and Matt attended the meeting today.
- ◆ 2011 Budget – Matt discussed the following options to reduce costs/increase revenues:
  - (1) Suspend funding of the District's tapping team for 2011. After discussion, the Board agreed. Reference Motion 10-10-20(1).
  - (2) City of Burien Octoberfest – The District serves a very small portion of Burien. Matt recommended the District not participate in 2011. After discussion, the Board agreed. Reference Motion 10-10-20(2).
  - (3) Revise District policy to charge base rate when customer's meter is locked. Debbie conducted a survey of local water districts and of the respondents, nine of thirteen continue to charge the base rate when a meter is locked. This issue will be discussed further at a future meeting.



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- (4) Employees/Commissioners Health Care Benefits – Washington State HCA-PEBB Health Insurance premiums will increase by an average of 13.14% on 1/1/2011. The District is soliciting bids from insurance brokers to compare benefits and costs. Matt asked the Board if they want to place a cap on insurance premiums that the District will pay or if they want the employees and commissioners to pay a percentage of their dependents' health insurance premiums. The Board is waiting for more information before making a decision.
- ◆ Cancel 10/26/10 Workshop and Schedule 10/27/10 Special Meeting? – Matt asked the Board to consider canceling the workshop and schedule a special meeting for Wednesday, 10/27/10, due to a scheduling conflict with the WASWD retreat. After discussion, the Board agreed. Reference Motion 10-10-20(3).

There being no further business of the District, President Quong-Vermeire concluded the meeting at 5:18 PM.

### BOARD OF COMMISSIONERS

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**Kathleen Quong-Vermeire**, President

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**Gerald R. Guité**, Secretary

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**Daniel Johnson**, Commissioner

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**Vince Koester**, Commissioner

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**George Landon**, Commissioner