



Highline Water District Regular Board Meeting Minutes December 15, 2010

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

1. CALL TO ORDER

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

2. APPROVE AGENDA

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

3. CONSENT AGENDA

Minutes:	December 1, 2010 Regular Meeting				
Fund Name	Fund No.	Warrant Date	Vouchers		AMOUNT
Maintenance	09-075-0010	12/08/10	13570 -	13571	\$ 9,265.68
Maintenance	09-075-0010	12/21/10	13572 -	13626	\$ 310,034.93
Construction	09-075-3030	12/16/10	901229		\$ 42,608.83
Construction	09-075-3030	12/21/10	901230 -	901232	\$ 11,958.48
Maintenance - Payroll	09-075-0010	12/10/10	302341 -	302346	\$ 5,757.96
Maintenance - Payroll	09-075-0010	12/17/10	302347		\$ 575.35
Fund Name	Fund No.	Period Ending	EFT Transfer Date	AMOUNT	
Payroll Tax	09-075-0010	11/30/10	12/15/10	\$ 11,792.41	
Payroll Tax	09-075-0010	12/10/10	12/22/10	\$ 23,188.39	
Direct Deposit - Payroll	09-075-0010	11/30/10	12/10/10	\$ 14,739.37	
Direct Deposit - Payroll	09-075-0010	12/10/10	12/17/10	\$ 65,270.03	
Dept of Retirement	09-075-0010	11/30/10	01/14/11	\$ 172.63	
Dept of Retirement	09-075-0010	12/10/10	01/14/11	\$ 8,242.20	
Dept of Retirement – Deferred Compensation	09-075-0010	12/10/10	12/17/10	\$ 3,253.00	
HRA - VEBA	09-075-0010	12/10/10	12/17/10	\$ 2,151.50	
CONSENT AGENDA RESOLUTIONS					
Item #	Resolution #	Description			
3.1	10-12-15A	Resolution accepting developer extension as complete (Valhalla Elementary School)			

Commissioner Koester'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.



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5. RESOLUTIONS/MOTIONS

- ◆ Resolution 10-12-15A accepting developer extension as complete (Valhalla Elementary School). Approved under Consent Agenda, Item 3.1.
- ◆ Resolution 10-12-15B accepting as complete Project 10-1 42nd Ave S Water Main Replacement. Commissioner Johnson's motion to approve seconded by Commissioner Koester. After discussion, the motion carried unanimously.
- ◆ Motion 10-12-15(1) - Commissioner Koester's motion to authorize a one-year extension of the current Collective Bargaining Agreement as tentatively agreed to by District management and Local 32, seconded by Commissioner Johnson. After discussion, the motion carried unanimously.

6. STAFF/COMMISSIONERS/ATTORNEY

Matt Everett

Matt commented on the following items from the 12/15/10 General Manager's Report:

- ◆ WASWD Designated Check Signer – Matt informed the Board that Scott McKinney, Director, WASWD, asked Matt to be a designated signer on WASWD checks due to his proximity to the WASWD office. Matt polled the Board for their input and there were no objections.
- ◆ Leak Credit Appeal – Eric Denton @ 2433 SW 172nd St – Mr. Denton has previously submitted and received the maximum two leak credits allowed per District policy. The current leak was interior plumbing, which is not allowed under District policy. The policy only allows leak credits for exterior plumbing (customer service line, irrigation system). The Board unanimously denied a third leak credit.
- ◆ Collective Bargaining – Local 32 – The third negotiations meeting was held on 12/14/10. Reference Motion 10-12-15(1).
- ◆ General Manager Performance Review – Matt reminded the Board that per his employment agreement, the Board is required to conduct a performance evaluation. The Board will discuss Matt's job performance in an executive session at the 12/28/10 Board Workshop meeting.

Jeremy DelMar

- ◆ Pump Station No. 5 Potential Demolition – The District hired a local asbestos abatement consultant to determine if the building contained asbestos. The consultant found small amounts of asbestos in two locations (interior building floor trim and within window glazing). Jeremy informed the Board that the next step would be to discuss with contractors and develop relative costs for the Board. The District may need to retain a consultant to assist with contract documents.
- ◆ 12/1/10 – 12" Cast Iron Water Main Break @ 16th Ave S – Jeremy said the cast iron main was installed in 1968. Jeremy informed the Board that two claims have been submitted to-date. District crews replaced a 9' section of cast iron with ductile iron pipe. Matt sent a letter to South King Fire & Rescue (SKFR) and the City of Des Moines, thanking them for their assistance after the main break. The District's insurance company is handling the claims.



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6. STAFF/COMMISSIONERS/ATTORNEY

John Milne

- ◆ Seattle Wholesale Water Partial Requirements Contract - John is reviewing the contract with Highline. John, Matt and Jeremy will discuss the contract further and report back to the Board about the feasibility of purchasing water from Lakehaven Utility District.

7. EXECUTIVE SESSION –COLLECTIVE BARGAINING PURSUANT TO RCW 42.30.140(4)

RCW 42.30.140(4)(a) Collective bargaining sessions with employee organizations, including contract negotiations, grievance meetings, and discussions relating to the interpretation or application of a labor agreement; or (b) that portion of a meeting during which the governing body is planning or adopting the strategy or position to be taken by the governing body during the course of any collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress.

President Quong-Vermeire convened an Executive Session at 4:33 p.m. In attendance were Commissioners' Johnson, Koester, Landon, Quong-Vermeire and Matt Everett, General Manager, Jeremy DelMar, Engineering/Operations Manager and John Milne, HWD attorney. The General Manager advised that the executive session would be concluded in approximately five minutes. At 4:38 p.m., it was publicly announced that the executive session was extended to 4:45 p.m. At 4:44 p.m., the executive session was concluded and the open public meeting was reconvened.

Reference Motion 10-12-15(1).

There being no further business of the District, President Quong-Vermeire concluded the meeting at 4:46 p.m.

BOARD OF COMMISSIONERS


Kathleen Quong-Vermeire, President


Gerald R. Guite, Secretary


Daniel Johnson, Commissioner


Vince Koester, Commissioner


George Landon, Commissioner