



**Highline Water District
Workshop Minutes
July 28, 2009**

COMMISSIONERS PRESENT

Gerald R. Guite
Vince Koester
George Landon
Kathleen Quong-Vermeire
Daniel Johnson

CONSULTANT PRESENT

STAFF PRESENT

Matt Everett, General Manager
Debra Prior, Administrative Manager
Jeremy DelMar, Engineering Manager
Mary Fossos, Project Coordinator, CIPs

ATTORNEY PRESENT

John Milne

Note: Strikeouts indicate absence

1. **CALL TO ORDER** **President Johnson**
Commissioner Johnson called the meeting to order at 9:00 AM.

2. **APPROVE AGENDA** **President Johnson**
Commissioner Guite made a motion to approve the agenda as amended to include an item to discuss payment collections at Des Moines Drugs. Commissioner Landon seconded as amended and the motion carried unanimously.

3. **HAZARD MITIGATION PLAN ANNEX**
Jeremy and Matt discussed the purpose of the plan and the future annexation to King County's Regional Mitigation Plan. The District prepared a notice for public input on the draft plan, which will be published in the Highline Times on July 29, 2009. The comment period deadline is August 12, 2009.

4. **2ND QUARTER FINANCIALS – BUDGET VS. ACTUAL**
Matt and Debbie went over the Second Quarter Budget vs. Actual and answered questions of the Board.

5. **33RD DISTRICT LEGISLATORS RECEPTION**
Highline Water District (HWD) and Midway Sewer District (MSD) will hold a reception at Highline for the 33rd District Legislators on August 18, 2009 from 1:30 pm to 3:30 pm. The agenda includes the following: (1) PowerPoint presentation of the histories of HWD and MSD, (2) Discussion regarding the future of the Public Works Trust Fund loans, (3) Mutual Aid, (4) HWD Tapping team exhibition, and (5) Facility tour. The District will prepare a notice of a Special Meeting for publication in the Highline Times on August 12, 2009.

6. **HWD PAYMENT COLLECTION BY DES MOINES DRUGS**
The Board of Commissioner unanimously agreed to continue allowing District customers to make their payments at Des Moines Drug. The District' attorney, John Milne, suggested to the Board that District staff monitor the payment collection by Des Moines Drugs personnel. Mr. Milne stated that the "Red Flag" rules apply and help to prevent identity theft and advised the District to enter into an agreement with Des Moines Drugs that includes the "Red Flag" rules.



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7. OTHER

Unaccounted for Water Loss - Commissioner Guite asked for an update on determining the District's current water losses. Jeremy updated the Board with the following activities of the Operations and Field Crews: (1) Checked all the reservoirs overflow drains, (2) Checked the hydrants at the Port of Seattle, (3) Checked all irrigation meters, (4) Repairing and/or replacing meters that are not functioning properly, (5) Checking "zero-consumption" readings. Jeremy said the District would know more when SPU provides the source data and when meters for July are read which should happen within the next two weeks. Commissioner Quong-Vermeire requested the 2006-2009 records on the District's unaccounted-for water loss.

Medical Insurance Rates for 2010 - Matt informed the Board that the rates would increase by 3.5% or less in 2010. However, all insurance plans will have higher deductibles and co-pays. The open enrollment period begins November 1, 2009. Matt will update the Board with the specific increases later in the year.

WASWD (Internal Audit) - The Board discussed the ramification(s) of the letter they sent to the association members regarding their opposition to an internal audit of the association.

There being no further business of the District, President Johnson adjourned the meeting at 11:03 a.m.

BOARD OF COMMISSIONERS



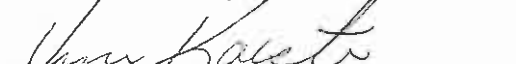
Daniel Johnson, President



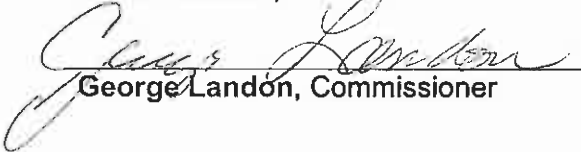
Kathleen Quong-Vermeire, Secretary



Gerald R. Guite, Commissioner



Vince Koester, Commissioner



George Landon, Commissioner