



Highline Water District Workshop Meeting Minutes February 26, 2013

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

1. CALL TO ORDER

President Johnson called the meeting to order at 9:00 a.m.

2. APPROVE AGENDA

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

3. PUBLIC INPUT

No members of the public attended the meeting.

4. RESOLUTIONS/MOTIONS

Resolution 13-2-26A authorizing surplus of office equipment, field equipment and materials/supplies. Commissioner Koester's motion to approve seconded by Commissioner Landon. After discussion, the motion carried unanimously.

Motion 13-2-26(1) to authorize credit leak adjustment for Des Moines customer Davinder Sandhu, in the amount of approximately \$2,100, was seconded by Commissioner Guite. After discussion, the motion carried unanimously.

Motion 13-2-26(2) authorizing cancellation of the April 3, 2013 Board meeting due to a scheduling conflict with the WASWD Spring Conference and further authorizing staff to schedule a Special Meeting to be held on April 1, 2013 at 9:00 AM. Commissioner Johnson's motion to approve seconded by Commissioner Guite. After discussion, the motion carried unanimously.

5. PROJECT 13-1 ANGLE LAKE WATER MAIN REPLACEMENT DISCUSSION

Jeremy DelMar

5.1 Public Meeting 2/26/13 – 6:00 pm at Tyee High School (cafeteria). BHC Consultants will give a presentation on the project at 7:00 pm. Project Status: • Awarded contract with BHC Consultants for Phase I Alternatives Analysis, aerial survey, data acquisition, preliminary community involvement in early 2012; • Evaluated several options for replacement (relining mains, pipe bursting, open trench); • Conclusion is Open Trench option best minimizes construction risk (main is too shallow for bursting and relining water main technology is still in development); • BHC is near complete with Phase 1; • Received preliminary scope for Phase 2 (Design, Easements, Permitting, Public Outreach). Next Steps: • Review BHC's Draft Phase 2 Scope of Services; • Decide on method of Easement acquisition; • Strategize for method to replace main on Military Road in same location to eliminate concrete panel replacement; • Evaluate separating Military Road into a separate construction project to maintain overall project schedule.



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6. OTHER

Matt Everett

- 6.1 Authorization for Second Credit Leak Adjustment – The District received a letter from a Des Moines customer (Davinder Sandhu) requesting a second credit leak adjustment. The customer's private service line (polyethylene) was damaged by tree roots. The customer replaced and relocated a portion of their service line which does not fully comply with the District's policy of replacing the entire service line in order to receive a second credit leak adjustment. Matt recommended the Board authorize a credit adjustment in the amount of approximately \$2,100. Action Taken: See Item 4, Motion 13-2-26(1).
- 6.2 Seattle Public Utilities (SPU) Rankings of Purveyor Bills – Matt distributed to the Board and staff SPU's rankings of water rates for the years 2004, 2007, 2010 and 2012. The rankings (high to low) are based on different levels of consumption. Matt stated that his goal when he became General Manager in 2004 was to reduce monthly water bills to customers by improving efficiency. The District was near the top for highest water bills in 2004 and now ranks just below the middle of 29 purveyors.
- 6.3 House Bill 1128 – Regarding Local Agencies' Responses To Public Records Requests – Matt informed the Board that a proposed 1st Substitute Bill has been sent the Rules Committee which will decide if the bill will be placed on the floor calendar for a second reading. The digest of the proposed 1st substitute bill includes the following: Allows a local agency to: (1) Request a court to enjoin a retaliatory or harassing public records request; and (2) Adopt a policy limiting the number of hours it devotes to responding to overly cumbersome public records requests.
- 6.4 2/25/13 WASWD Board Workshop/Board Meeting – Matt attended both meetings yesterday. The Board agreed to strike the following from the proposed revisions to the bylaws: "*voting prior to WASWD conference*" and "*only allowing one vote per District*". Voting on the bylaws changes will take place at the WASWD Fall Conference.

Debbie Prior

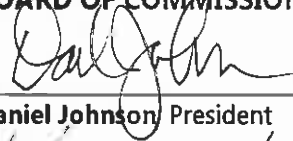
- 6.5 Electronic Records Management Training 2/27/13 - Leslie Koziara, Electronic Records Management Consultant, Washington State Archives, will meet with Debbie, Paula and Sandi to discuss managing electronic records. Debbie said that Ms. Koziara would like to meet with the Commissioners to assist them with managing their records.



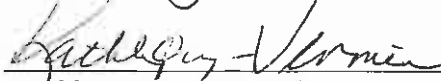
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There being no further business of the District, President Johnson concluded the meeting at 10:07 a.m.

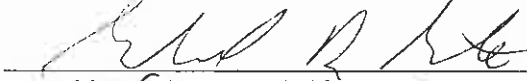
BOARD OF COMMISSIONERS



Daniel Johnson, President



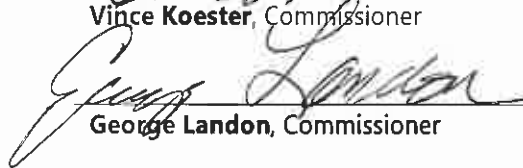
Kathleen Quong-Vermeire, Secretary



Gerald R. Guite, Commissioner



Vince Koester, Commissioner



George Landon, Commissioner