



## Highline Water District Workshop Meeting Minutes March 26, 2013

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

**1. CALL TO ORDER**

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

*Consent Agenda items are considered to be routine and non-controversial and are generally approved as a group with one motion. Any Commissioner may remove any item from the Consent Agenda for separate discussion and action. Vouchers audited and certified by the auditing officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.080 have been recorded on a listing which was made available to the Board of Commissioners.*

<b>Minutes:</b>	March 20, 2013 Regular Meeting				
WARRANTS					
Fund Name	Fund No.	Warrant Date	Vouchers	AMOUNT	
Maintenance	09-075-0030	03/28/13	16322 - 16333	\$ 20,399.10	
CONSENT AGENDA RESOLUTIONS					
Item #	Resolution #	Description			
NONE					

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.

**5. RESOLUTIONS/MOTIONS**

Resolution 13-3-26A awarding the 2013 Headquarters Landscape Maintenance Contract #13-50-03 to Facility Maintenance Contractors (FMC). Commissioner Koester's motion to approve seconded by Commissioner Quong-Vermeire. After discussion, the motion carried unanimously.

**6. 2012 ANNUAL REPORT**

The managers noted the following:

- HWD serves 18,166 connections and provides water to approximately 69,000 people.
- Approximately 68% of the District's water is provided through three meters from SPU and 32% from the District's four (4) groundwater wells and (3) treatment plants.



## Highline Water District Workshop Meeting Minutes March 26, 2013

### 6. 2012 ANNUAL REPORT

HWD Water System: Includes 9 water storage reservoirs, 6 pump stations, 29 pressure-reducing stations, 11 pressure zones and approximately 292 miles of transmission and distributions mains.

Capital Improvement Program (CIP): The managers discussed the completed CIP projects in 2012 and the ongoing and future CIP projects for 2013. The 2012 completed projects were all under budget.

Completed Developer Extensions: Auto Zone; Hampton Inn; Port of Seattle Bus Maintenance Facility; Star Lake East; and Port of Seattle S 160th St (Interlocal Agreement with POS).

Customer Service: The annual report included customer service statistics on the types of payments made by customers. District staff will research marketing options to encourage customers to sign up for e-bill and autopay which saves the District money.

Administration: The District received another clean audit; updated the Personnel Manual; and upgraded the billing system.

Water Sales: The sales are trending down in part due to conservation efforts and the down economy.

### 7. OTHER

#### Jeremy DelMar

- 7.1 Project 13-4 S 178th St Water Main Replacement – Segale received the grading permit for the new road (S 178th Street) from the City of Tukwila. Segale will begin construction of the new road in June. Jeremy said he will be working with the District's legal counsel and Segale for installation of the water main which will connect to Segale Park Drive C.

#### Debbie Prior

- 7.2 WASWD Spring Conference Travel Advances – The travel advances will be distributed to the Commissioners at the 4/1/13 Special Board Meeting.

- 7.3 New Board Room Chairs – The District will replace the Commissioners and General Manager's chairs in the Board room.

#### Matt Everett

- 7.4 WASWD Proposed Bylaws Changes – Matt attended the WASWD Board meeting on 3/25/13 where the bylaws revisions were discussed. Matt distributed to the Board copies of the draft revisions for future discussion. The proposed changes to the bylaws will be discussed at the WASWD Spring Conference and the vote on the proposed bylaws changes will take place at the WASWD Fall Conference.



**Highline Water District  
Workshop Meeting Minutes  
March 26, 2013**

**7. OTHER**

7.5 Proposed Revisions to HWDC Title 6 Water Service Rates & Charges – The District currently has 295 senior or disabled, low-income customers that qualify for a rate reduction of \$4.00 per month off the monthly meter base rate. Staff will be sending letters to this category of customers asking for verification of eligibility by June 2013. Matt will bring proposed revisions of eligibility and rate reduction for senior or disabled, low-income customers to discuss with the Board at the 4/1/13 Special Board Meeting.

**Dan Johnson**

7.6 Board President Johnson drafted a letter on behalf of the Board acknowledging the General Manager's intent to continue employment with the District and the Board's decision to extend his contract for five years. The letter will be signed at the 4/1/13 Special Board Meeting.

There being no further business of the District, President Johnson concluded the meeting at 10:22 a.m.

**BOARD OF COMMISSIONERS**

**Daniel Johnson**, President

**Kathleen Quong-Vermeire**, Secretary

**Gerald R. Guite**, Commissioner

**Vince Koester**, Commissioner

**George Landon**, Commissioner