



## Highline Water District Special Board Meeting Minutes April 1, 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 26, 2013 Workshop Meeting			
WARRANTS				
Fund Name	Fund No.	Warrant Date	Vouchers	AMOUNT
Maintenance	09-075-0030	04/04/13	16334 - 16361	\$ 293,999.78
Construction	09-075-0010	04/04/13	901479 - 901480	\$ 11,984.47
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**

None



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**6. PROPOSED REVISIONS TO HWDC TITLE 6 WATER SERVICE RATES & CHARGES**

Staff distributed and discussed survey results from 32 water purveyors that included their respective policies for authorizing Low Income/Senior Citizen/Permanently Disabled discounts. Of the 32 purveyors, 19 water/sewer districts provide a discount, 13 do not.

Matt recommended revising Highline Water District Code(s) 6.04.020 and 6.06.020 as follows:

**CHAPTER 6.04 RATES (Section 6.04.020 - Water / Miscellaneous Rates)**

B. TABLE 2 - MONTHLY METER BASE RATES						
METER SIZE	WATER AVAILABLE (GPM)	CUSTOMER TYPE				
		SINGLE FAMILY RESIDENTIAL	SR. CITIZEN/DISABLED/LOW INCOME (DISCOUNTED)	COMMERCIAL & MULTIFAMILY RESIDENTIAL	STAND BY FIRE	IRRIGATION
5/8"	20	\$13.90	\$9.90 <del>\$9.04</del>	\$21.14	N/A	\$21.14
3/4"	25	\$13.90	\$9.90 <del>\$9.04</del>	\$21.14	N/A	\$21.14

**CHAPTER 6.06 RATE REDUCTION PROGRAM FOR LOW INCOME SENIOR CITIZENS/DISABLED PERSONS (Section 6.06.020 - Criteria For Water Rate Reduction)**

To qualify for the 35% monthly water meter base rate reduction, the customer must satisfy the following criteria:

- A.** On the date the Request for Water Rate Reduction form is submitted to the District, the applicant must be 61 years of age, or be disabled, handicapped or incapacitated as defined in HWDC 6.06.040.
  
- B.** The applicant's total annual income from all sources, including the total income of the applicant's spouse or co-tenant, must be less than a combined total of \$30,000 per year, or equal to the household income level established by King County for property tax exemption. In determining the total income of the applicant and the spouse or co-tenant, the non-taxable income of both the applicant and the spouse or co-tenant must be included in the computation. Before approving any application for water rate reduction, the District shall require the applicant and the spouse or co-tenant to provide supporting financial data, including federal income tax returns. The District may also request the applicant to periodically provide additional financial information to support the applicant's continued participation in the water rate reduction program. (See Procedure P6.06.010).



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Commissioner Quong-Vermeire requested staff provide the Board with the District's labor costs to verify applicants' eligibility for the discount. A resolution to authorize the revisions will be presented at the 4/23/13 Board meeting.

### **7. STAFF/COMMISSIONERS/ATTORNEY**

#### **John Milne**

##### **7.1 Petition for Annexation (Singh, Hinderliter, Munson, Lay, McReynolds)**

Milne reviewed the petition and commented as follows:

The petition was not valid because it cited the wrong RCW; did not include a legal description and the properties are not contiguous. Highline has an agreement with the City of Kent which allows the District to serve the properties until the City of Kent takes over its service area. Milne also stated that the petitioners would be responsible for the costs associated with the process and that the District is not required to accept the annexation request.

Milne recommended that the General Manager write a letter to the customers acknowledging receipt of the petition and explaining the District's position.

Matt stated that the District has scheduled a meeting with the City of Kent Public Works Director to discuss and hopefully resolve boundary issues between the two entities prior to development of the HWD 2015 Water System Comprehensive Plan. The District's end goal is to align its retail service areas the same as its corporate boundaries.

#### **Debbie Prior**

##### **7.2 WASWD Spring Conference** – Debbie distributed the travel advances to the Commissioners for the upcoming conference.

#### **Matt Everett**

##### **7.3 Enduris Board of Directors Election** – Matt informed the Commissioners that there are three (3) positions open for the Enduris Board of Directors. The deadline for nominations is April 26, 2013.

#### **Dan Johnson**


##### **7.4** Board President Johnson signed a letter on behalf of the Board acknowledging the Board's decision to extend the General Manager's contract for five years.



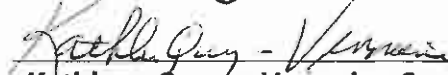
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There being no further business of the District, President Johnson concluded the meeting at 9:39 a.m.

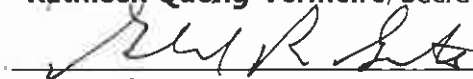
**BOARD OF COMMISSIONERS**

  
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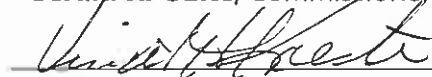
**Daniel Johnson**, President

  
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**Kathleen Quong-Vermeire**, Secretary

  
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**Gerald R. Guite**, Commissioner

  
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**Vince Koester**, Commissioner

  
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**George Landon**, Commissioner