



## Highline Water District Workshop Meeting Minutes April 23, 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 Greg Wilson, Customer Service Supervisor	<b>HWD ATTORNEY(S)</b> John Milne, Inslee-Best  <b>VISITORS</b>
<b>Strikeouts indicate absence</b>		

### 1. CALL TO ORDER

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

### 2. APPROVE AGENDA

Motion duly made and seconded to approve the Agenda as presented. 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.*

Minutes:	April 17, 2013 Regular Board Meeting				
WARRANTS					
Fund Name	Fund No.	Warrant Date	Vouchers		AMOUNT
Maintenance	09-075-0030	04/25/13	16419	- 16445	\$ 211,641.10
Construction	09-075-0010	04/25/13	901484	- 901487	\$ 77,230.46
ELECTRONIC TRANSFER FUNDS					
Fund Name	Fund No.	Period Ending	EFT Transfer Date	AMOUNT	
Dept of Revenue - B&O Tax	09-075-0010	03/31/13	04/26/13	\$ 52,975.53	
CONSENT AGENDA RESOLUTIONS					
Item #	Resolution #	Description			
NONE					

Motion duly made and seconded to approve the Consent Agenda as presented. The motion carried unanimously.

### 4. PUBLIC INPUT

No members of the public attended the meeting.



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**5. RESOLUTIONS/MOTIONS**

Resolution 13-4-23A authorizing amendment to HWDC Title 6 Water Service Rates & Charges, Chapter 6.04 Rates (Section 6.04.020 Water/Miscellaneous Rates – Table 2) and Chapter 6.06 Rate Reduction Program for Low-Income Senior Citizens and Low-Income Disabled Persons (Section 6.06.020 Criteria for Water Rate Reduction).

Greg Wilson, Customer Service Supervisor, reported to the Board that the District will save labor costs with the ability to verify homeowners' eligibility via King County's records for property tax exemption. If the homeowner has qualified for a property tax exemption, no other verification documents would be required by the District.

Motion to authorize amendments to the Highline Water District Code, Section(s) 6.04.020 and 6.06.020, duly made and seconded. After discussion, the motion carried unanimously.

**6. 2013 1ST QUARTER FINANCIAL STATEMENTS**

**Debbie Prior**

Debbie reviewed the First Quarter Budget vs. Actual and answered questions of the Board. The revenues are close to projected amounts and the expenditures are slightly lower for the first quarter.

**7. OTHER**

**Jeremy DelMar**

- 7.1 On-Call Engineering – A resolution will be presented to the Board at the 5/1/13 Regular Board meeting to authorize entering into a contract with PACE Engineers, Inc. to provide general civil engineering services on a time-and-materials basis, for a not-to-exceed amount of \$50,000 for 2013.

**Debbie Prior**

- 7.2 Records Retention – Leslie Koziara, Electronic Records Management Consultant, Washington State Archives, will give a presentation on records retention at the 5/1/13 Board meeting.

**Matt Everett**

- 7.3 Insurance Coverage Presentation – Joanne Bisquera from Enduris (Risk Sharing Pool for Government Entities) will give a presentation on the District's insurance coverage at the 5/1/13 Board meeting.
- 7.4 WASWD Board Meeting 4/22/13 – Matt attended the Board meeting yesterday. The Board discussed the following proposed revisions to the bylaws: (1) Budget approval by the Board rather than the membership at the fall meeting; (2) Day-to-day management is by the Executive Director with Board oversight; (3) Election of



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Associate and Management Representative by their respective groups; (4) Modifying election sequence so three Directors will be elected annually from the conference floor; and each will be from a different category. Two other Directors will be elected annually, each from a different constituency; (5) New bylaws would limit the number of standing (permanent) committees to four: Executive, Finance, Government Relations and Conference and Training. Includes establishing other committees for any purpose chosen by the Board; (6) the election of officers would be elected by a majority of the Board of Directors at the WASWD Fall Conference rather than by members in attendance at the conference.

Four of the five HWD Board of Commissioners are satisfied with the proposed revisions to the WASWD bylaws.

**Kathleen Quong-Vermeire**

- 7.5 Webinar "An Elected Official's Role" – Kathleen reminded the Commissioners that Enduris (Risk Sharing Pool for Government Entities) will host this webinar on April 30, 2013 (12:00 pm to 1:00 pm). Three Commissioners plan to view the webinar at the District. Staff will post a Special Board Meeting Notice on the District's website.

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

**BOARD OF COMMISSIONERS**

**Daniel Johnson**, President

**Kathleen Quong-Vermeire**, Secretary

**Gerald R. Guite**, Commissioner

**Vince Koester**, Commissioner

**George Landon**, Commissioner