



## Highline Water District Regular Board Meeting Minutes November 7, 2012

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>HWD ATTORNEY(S)</b> John Milne, Inslee Best  <b>VISITORS</b>
Strikeouts indicate absence		

**1. CALL TO ORDER**

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

**2. APPROVE AGENDA**

Commissioner Johnson's motion to approve the Agenda as presented seconded by Commissioner Guite. 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>	October 23, 2012 Workshop Meeting				
<b>WARRANTS</b>					
Fund Name	Fund No.	Scheduled Payment Date	Voucher Numbers		TOTAL AMOUNT
Maintenance	09-075-0030	11/13/12	15828 - 15869		\$ 120,477.32
Construction	09-075-0010	11/13/12	901436 - 901442		\$ 340,931.94
Maintenance - Payroll	09-075-0010	11/02/12	302418 -		\$ 571.25
<b>ELECTRONIC FUNDS TRANSFERS</b>					
Description	Fund No.	Period Ending	EFT Transfer Date	TOTAL AMOUNT	
Payroll Tax	09-075-0010	10/26/12	11/07/12	\$	21,383.07
Direct Deposit – Payroll (KC-PAY47)	09-075-0010	10/26/12	11/02/12	\$	65,409.08
Dept of Retirement	09-075-0010	10/26/12	11/15/12	\$	10,399.62
Dept of Retirement – Deferred Compensation	09-075-0010	10/26/12	11/02/12	\$	2,793.00
Health Equity (KC-BEN96)	09-075-0010	10/26/12	11/02/12	\$	189.00
HRA-VEBA (KC-BEN60)	09-075-0010	10/26/12	11/02/12	\$	2,073.50
<b>CONSENT AGENDA RESOLUTIONS</b>					
Item #	Resolution #	Description			
NONE					

Commissioner Johnson's motion to approve the Consent Agenda as presented seconded by Commissioner Guite. The motion carried unanimously.



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#### 4. PUBLIC INPUT

No members of the public attended the meeting.

#### 5. RESOLUTIONS/MOTIONS

Resolution 12-11-7A accepting as complete Project SW10-3 S 223rd Street Culvert Replacement. Commissioner Landon's motion to approve seconded by Commissioner Guite. After discussion, the motion carried unanimously.

Resolution 12-11-7B accepting as complete Equipment Purchasing Agreement #11-50-19 with Johnson Controls, Inc. for the McMicken Heights Well and Treatment Plant Security System. Commissioner Johnson's motion to approve seconded by Commissioner Landon. After discussion, the motion carried unanimously.

Motion 12-11-7(1) to authorize, effective 1/1/2013, to give non-bargaining unit employees a 2.7% cost of living increase and adjust one District position (Customer Service Supervisor) to bring it in line with the average market compensation for like positions within other districts. Commissioner Landon's motion to approve seconded by Commissioner Guite. After discussion, the motion carried unanimously.

Motion 12-11-7(2) to cancel the 12/25/25 Board Workshop which conflicts with the District's Christmas holiday. Commissioner Landon's motion to approve seconded by Commissioner Guite. After discussion, the motion carried unanimously.

#### 6. STAFF/COMMISSIONERS/ATTORNEY

##### Jeremy DelMar

- 6.1 Draft 2013 Capital Improvement Program (CIP) – Jeremy distributed a copy of the draft CIP to the Board for their review. A final draft will go before the Board for approval in December.
- 6.2 Project 07-2 McMicken Heights Treatment Plant – RH2 Engineering will be sending a letter to McClure & Sons regarding monetary damages owed the District for the project delay.
- 6.3 GFC/LFC Comparison Rate Study with Local Utilities – Jeremy will present his findings to the Commissioners at the 11/21/12 Board meeting.
- 6.4 Sound Transit (ST) – S 188th St to S 200th St Link – Jeremy updated the Board as follows:  
ST plans to build the rail on the east side of 28th Ave S. ST will be building columns in the right-of-way and the track will be elevated and extend over private property that will be encumbered by the aerial easement. ST is requesting consent to encumber some of the District's water main easements. District staff will be reviewing utility conflicts with Sound Transit's design.

Jeremy recommended to the Board that District staff prepare a Letter of Understanding or consent with Sound Transit on this easement issue.



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**6. STAFF/COMMISSIONERS/ATTORNEY**

**Debbie Prior**

- 6.5 Audit Entrance Conference – Debbie informed the Board that Haji Adams, Assistant State Auditor, and his supervisor will be at the 11/21/12 Board meeting to outline the audit process.
- 6.6 Medical Plans (Open Enrollment) – Debbie distributed a comparison of the medical insurance plans for the Commissioners to review.

**Matt Everett**

- 6.7 Update HWD Mission Statement – Matt recommended revising the District's current Mission Statement which reads as follows:

"The Board of Commissioners and employees of Highline Water District take seriously our duties to deliver the highest quality water at the most economical price. We pledge to continue our aggressive policy of maintaining and protecting your investment in District facilities and equipment."

Matt submitted the following revision for the Board's consideration:

"The District's mission is to provide quality water and excellent customer service by effectively managing its infrastructure for a reliable water system today and for future generations."

The Commissioners will review Matt's proposal.

- 6.8 12/25/12 Board Workshop - Matt asked the Board for a motion to cancel the 12/25/12 Board Workshop as it conflicts with the Christmas Holiday. Action Taken: Reference Motion 12-11-7(2).
- 6.9 HWD Newsletter – Matt informed the Board that the District's newsletter will be mailed within a week. The newsletter includes articles on the following: (1) New McMicken Heights Treatment Plant; (2) 2013 3% Rate Increase; (3) Water Meter & Fire Hydrant Access; and (4) Winterizing Exposed Pipes.



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There being no further business of the District, President Koester concluded the meeting at 9:51 a.m.

**BOARD OF COMMISSIONERS**

  
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**Vince Koester, President**

  
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**Daniel Johnson, Secretary**

  
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**Gerald R. Guite, Commissioner**

  
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**George Landon, Commissioner**

  
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**Kathleen Quong-Vermeire, Commissioner**