



**Highline Water District
Board Workshop Minutes
October 22, 2013**

ATTENDEES		
COMMISSIONERS Gerald R. Guite Daniel Johnson Vince Koester George Landon Kathleen Quong-Vermeire (Conf.)	HWD STAFF Matt Everett, General Manager Jeremy DelMar, Engr./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

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

3. CONSENT AGENDA

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

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: October 16, 2013 Regular Meeting

WARRANTS						
Fund Name	Fund No.	Warrant Date	Vouchers			AMOUNT
Maintenance	09-075-0010	10/24/13	16972	-	17009	\$ 717,268.25
Construction	09-075-0030	10/24/13	901550	-	901554	\$ 47,590.05

CONSENT AGENDA RESOLUTIONS		
Item #	Resolution #	Description
None		

4. PUBLIC INPUT

No members of the public attended the meeting.

5. 3RD QUARTER - BUDGET VS. ACTUAL

Debbie and Matt and reviewed the Third Quarter Budget vs. Actual and answered questions of the Board.

6. 2014 DRAFT OPERATING BUDGET

Debbie, Matt and Jeremy discussed/commented on the following items of the draft budget:

- Propose a 2.4% rate increase to cover capital improvements and keep up with inflation;
- \$2.21 million in construction funding from the Public Works Trust Fund for the Angle Lake Water Main Replacement for 2014 and 2015;
- Staff will request two-year extension from the Department of Health (DOH) to update the Comprehensive Water System Plan due to reduced consumption and population growth compared to the assumptions in the current plan. The DOH is working on changing its requirement for water and sewer districts to submit a 10-year updated comprehensive plan instead of the historic 6-year plan;
- No significant increase in operations and maintenance costs from 2013;
- Potential research grant funding and expense for energy upgrades;
- Proposed capital asset purchases;
- Ongoing and future CIP projects.



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7. OTHER

No other items were discussed.

8. EXECUTIVE SESSION – PERSONNEL

RCW 42.30.110(g) - To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW 42.30.140(4), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public.

President Johnson convened an executive session at 10:16 a.m regarding extension of the General Manager's employment contract and other personnel issues. In attendance were Commissioners' Guite, Johnson, Koester, Landon and Matt Everett, General Manager. President Johnson advised that the executive session would be concluded at approximately 10:26 am.

At 10:31 a.m., the executive session was concluded and the open public meeting was reconvened.

9. Motion 13-10-22(1) duly made and seconded to amend the wages of two District positions as outlined in the draft 2014 operating budget, because they were below the market average for like positions. After discussion, the motion carried.

There being no further business of the District, President Johnson concluded the meeting at 10:33 a.m.

BOARD OF COMMISSIONERS



Daniel Johnson, President

Kathleen Quong-Vermeire, Secretary

Gerald R. Guite, Commissioner



Vince Koester, Commissioner



George Landon, Commissioner