



# Highline Water District Workshop Minutes September 26, 2006

## COMMISSIONERS PRESENT

Gerald R. Guite  
Vince Koester  
George Landon  
Kathleen Quong-Vermeire  
Daniel Johnson

## CONSULTANT PRESENT

None

## STAFF PRESENT

Matt Everett, General Manager  
Thomas Keown, Construction/Operations Manager  
Debra Prior, Administrative Manager  
Mary Fossos, Administrative Assistant

## ATTORNEY PRESENT

John Milne

Note: Strikeouts indicate absence

### 1. CALL TO ORDER

Commissioner Quong-Vermeire called the meeting to order at 4:00 p.m.

### 2. APPROVE AGENDA

Commissioner Guite moved to approve the Agenda. Commissioner Johnson seconded and the motion carried unanimously.

### 3. POTENTIAL RATE REVISIONS (2007)

Matt distributed to the Board the results of the SPU 2005 Annual Survey of Wholesale Customers and his proposed Water Rate Changes for 2007. Matt suggested to the Board that the District revise the winter/summer rate structure and increase the base rate. Matt proposed tiered billing rates for the summer. This would help to average out customer bills over a one-year period. Also, Greg Wilson, Customer Service Supervisor, mentioned that the District currently has a 10% late fee with a 3-working day grace period. Commissioner Guite suggested the grace period be extended to five working days. Matt will bring several options for the Board to review at a future workshop meeting.

### 4. WAGE AND BENEFITS SURVEY

Matt informed the Board that Koss Consulting completed the draft Wage and Benefits Survey. Staff is currently reviewing the survey and requesting job descriptions from agencies that responded to the survey. The draft survey will be returned to Koss Consulting this Thursday (9/28/06). The final survey will be submitted by Koss Consulting in approximately two weeks.

### 5. GENERAL MANAGER'S CONTRACT

Matt asked the Board how they will proceed with his contract negotiations. A motion was made and seconded by the Board for John Milne to review Matt's existing contract and schedule to meet in an executive session to discuss further.

### 6. MOONLIGHT TRAIL – SMALL WORKS PROJECT

This project consists of installing fifteen (15) private services in the City of Burien, at the following locations:

*SW 171<sup>st</sup> Street: 3507, 3519, 3529, 3541, 3543*

*SW 172<sup>nd</sup> Street: 3528, 3535, 3537, 3544, 3548, 3554, 3560, 3564, 3568*

*17120 Maplewild Ave SW*

A Request for Proposals was sent out to General Construction companies from the Small Works Roster. The bids were opened at the District Headquarters on Monday, September 25, 2006. The



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District received two bids. The low-bidder was Nor Tec Construction. District staff will bring a resolution to award contract to Nor Tec Construction at the October 4, 2006 Board Meeting.

### 7. OTHER

Matt informed the Board that he was contacted by Andrea Johnson (Highline School District) regarding the District's request to drill a test well at the Mt. Rainier High School site. Andrea said that there may be an issue with contaminated soil. Andrea will contact Matt as soon as she gets a response from their legal counsel.

Tom informed the Board that Clearwire would like to install three (3) more antennae at the North Hill Tank site. Tom will arrange for Clearwire's representative, Bill Powell, to address the Board at a future meeting to discuss further.

There being no further business of the District, Commissioner Quong-Vermeire adjourned the meeting at 5:11 p.m.

### BOARD OF COMMISSIONERS

\_\_\_\_\_  
KATHLEEN QUONG-VERMEIRE, President

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GERALD R. GUTE, Secretary

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DANIEL JOHNSON, Commissioner

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GEORGE LANDON, Commissioner

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VINCE KOESTER, Commissioner