



Highline Water District Minutes March 19, 2008

COMMISSIONERS PRESENT Gerald R. Guite (arrived at 4:08 pm) Daniel Johnson Vince Koester George Landon Kathleen Quong-Vermeire CONSULTANT(S) PRESENT	STAFF PRESENT Matt Everett, General Manager Thomas Keown, Engineering/Operations Manager Debra Prior, Administrative Manager Mary Fossos, Project Coordinator, CIPs ATTORNEY(S) PRESENT John Milne
Note: Strikeouts indicate absence	

1. CALL TO ORDER

Commissioner Koester called the meeting to order at 4:00 pm.

2. APPROVE AGENDA

Commissioner Johnson's motion to approve the Agenda was seconded by Commissioner Landon and carried unanimously.

3. CONSENT AGENDA (MINUTES / VOUCHERS)

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: March 5, 2008 Regular Meeting

Fund Name	Fund No.	Warrant Date	Vouchers	AMOUNT
Maintenance	09-075-0010	03/20/08	010062 -	\$ 5,491.16
Maintenance	09-075-0010	03/25/08	010063 - 010127	\$ 388,812.12
Construction	09-075-3030	03/25/08	900967 - 900968	\$ 7,375.83
Maintenance - Payroll	09-075-0010	03/14/08	302546 -	\$ 414.24

Fund Name	Fund No.	Period Ending	EFT Transfer Date	AMOUNT
Payroll Tax	09-075-0010	03/07/08	03/19/08	\$ 23,641.62
Direct Deposit	09-075-0010	03/07/08	03/14/08	\$ 61,817.68
Dept of Retirement	09-075-0010	03/07/08	04/15/08	\$ 8,677.33
Dept of Retirement – Deferred Comp	09-075-0010	03/07/08	03/14/08	\$ 2,888.00
HRA - VEBA	09-075-0010	03/07/08	03/14/08	\$ 2,501.50

Commissioner Landon's motion to approve the Consent Agenda was seconded by Commissioner Johnson and carried unanimously.

3A RATE STUDY PRESENTATION – FCS GROUP – Angie Sanchez, Sergey Tarasov

Angie distributed a hardcopy of the Power Point presentation to the Board and staff.

The following items were addressed:

Overview of Rate Study Process

- Define Capital Needs: CIP
- Incorporate Financial Policies
- Define Operating Costs: Budget



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3A RATE STUDY PRESENTATION – FCS GROUP – Angie Sanchez, Sergey Tarasov

Fiscal Policies

- Operating
- Debt
- Revenue Requirements (Study period 2008-2014)

Cost of Service

- Total Cost by Class
- Unit Costs (\$/Customer, \$/Usage)

Rate Design

- Collect the appropriate level of revenue
- Establish on an equitable basis

FCS Group will incorporate feedback and comments and will bring a final presentation on the rate design options to the Board at the March 25, 2008 Workshop.

The Board thanked Angie and Sergey for their presentation.

4. RESOLUTIONS / MOTIONS / MINUTE ENTRIES

Resolution 08-3-19A to accept Developer Extension as Complete (Graceview). After discussion, Commissioner Landon's motion to approve was seconded by Commissioner Quong-Vermeire and carried unanimously.

Resolution 08-3-19B awarding Tyee Well Rehabilitation Contract #08-50-06 to Kleinfelder West, Inc. After discussion, Commissioner Landon's motion to approve was seconded by Commissioner Quong-Vermeire and carried unanimously.

Commissioner Landon made a motion to authorize the General Manager to accept proposal from Snap-Tex Northwest, Inc. for the Dome Ceiling Acoustic Treatment for a not-to-exceed amount of \$16,250. After discussion, Commissioner Johnson seconded the motion which carried 3 to 1. Commissioner Guite voted no and Commissioner Quong-Vermeire abstained.

Resolution 08-3-19C to authorize amendment to Comp Plan to allow extension to the water system (Soccolo Road A). After discussion, Commissioner Johnson's motion to approve was seconded by Commissioner Landon and carried unanimously.

5. PUBLIC INPUT

Eric Towarnicki, District Customer, wanted the Board to give him a second leak credit without replacing his water service as required by District policy.

6. STAFF / COMMISSIONERS / ATTORNEY INPUT

MATT EVERETT

Matt reviewed the following items from the Manager's Report of 3-19-08:

- Matt brought to the Board's attention a 2nd leak adjustment request from Eric Towarnicki (131 S. 202nd St., Des Moines, WA). Mr. Towarnicki's first request was due to an irrigation leak in which he received an adjustment. The 2nd request was due to a leak in his domestic service line. The second request was denied because the District's policy states that to receive a second leak adjustment, the homeowner must replace their service line. Mr. Towarnicki only repaired the line. Mr. Towarnick claims he did not know about the District's policy.

Debbie will research the time frame of the requested leak adjustments to determine the



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6. STAFF / COMMISSIONERS / ATTORNEY INPUT

District's existing policy at the time of each requests and report back to the Board at the Workshop meeting.

- Matt informed the Board that the Assistant City Attorney for the City of SeaTac wants Highline Water District to have a franchise to work in their right-of-way. John Milne, District's legal counsel, is working on a draft 25-year franchise agreement to submit to the City.
- Project 06-2 Hidden Valley Water Main Replacement – Matt informed the Board that a certified letter was sent to Mike Waldner, Kar-Vel Construction, Inc. stating that he had fifteen (15) days to remedy the bore situation or Highline would look to his bonding company. Mike Waldner informed the District that Trenchless would be on site in approximately three (3) weeks. According to Mike Waldner, conditions at the construction site were changed. John Milne, District's legal counsel, will work with the District to respond to Mr. Waldner's allegations.
- Matt said he attended the last Seattle Operating Board meeting and was informed that SPU has been estimating the District's consumption at Meter Station #43. Matt said the District was overbilled by approximately \$74,000. SPU intends to fix the meter this spring.
- Utility Worker Position – Matt said the District advertised in the Seattle Times, Des Moines News, Washington Association of Cities, Highline Community College, Green River Community College, WASWD and the District's website.

There being no further business of the District, Commissioner Koester adjourned the meeting at 5:31 PM.

BOARD OF COMMISSIONERS




Vince Koester, President



George Landon, Secretary



Gerald R. Guite, Commissioner



Daniel Johnson, Commissioner

Kathleen Quong-Vermeire, Commissioner