



Highline Water District Workshop Minutes October 27, 2009

COMMISSIONERS PRESENT

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

CONSULTANT PRESENT

STAFF PRESENT

Matt Everett, General Manager
Debra Prior, Administrative Manager
Jeremy DelMar, Engineering Manager
Mary Fossos, Project Coordinator, CIPs

ATTORNEY PRESENT

John Milne

Note: Strikeouts indicate absence

1. **CALL TO ORDER**

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

2. **APPROVE AGENDA**

Commissioner Landon made a motion to approve the agenda as presented. Commissioner Koester seconded and the motion carried unanimously.

3. **3RD QUARTER FINANCIALS – BUDGET VS. ACTUAL**

Debbie and Matt reviewed the 3rd quarter financials and answered questions of the Board.

Debbie noted that the District's Radio Read Program would be completed at the end of 2011. District crews will install 1,300 MXUs per year in 2010 and 2011.

After nine (9) months of the year, the total Sources of Funds were at 76.5% while the total Operations & Maintenance expenses were at 71.7% of the approved 2009 budget. Total Capital Additions and Outside Capital Funding were at about 50% and total Debt Service was at 67%, with the final bond payment due this November 2009.

4. **CAPITAL IMPROVEMENT PROJECTS (CIP)**

Jeremy updated the Board on the status of the following CIP projects:

◆ Project 06-1 Southcenter Parkway Extension –

Jeremy informed the Board that the project is proceeding in 2010.

The project will require at least three (3) proposed PRV stations which may need to be separated from the parkway extension project and become a separate District project. Jeremy said the system would be designed to reduce the static pressure to approximately 150 psi from the current 225 psi. The District will pursue sharing of the costs with the developer.

◆ Project 07-1 – 490 Zone Water System Improvements

The final overlay will take place in March 2010 (weather dependent).



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4. CAPITAL IMPROVEMENT PROJECTS (CIP)

- ◆ Project 07-2 McMicken Heights Groundwater Treatment Facility
Jeremy attended the City of SeaTac's Planning Commission meeting to discuss zoning issues with the land trade. The permitting process will be completed by June 2010. The project will be advertised for bids in August or September 2010.
- ◆ Normandy Park 1st Ave S. Road Improvements Project -
Matt and Jeremy met with the City of Normandy Park last Thursday (10/22/09) to discuss issues with the City's contractor.
- ◆ 2009 Completed CIP Projects
 - Project 08-1 Salt Air Hills Water Main Replacement
This project will be completed by the end of 2009.
 - Project 08-2 HWD HQ Standby Emergency Power Upgrade & Fuel Storage
This project was accepted as complete by the Board on August 5, 2009.
 - Project SW09-1 City of SeaTac Sunrise View Bypass Pipeline (53rd Ave. S.)
The District's portion of this project will be completed by the end of 2009.

5. PRELIMINARY 2010 BUDGET

The Board agreed to review the preliminary budget for discussion at the November 24, 2009 Workshop meeting.

6. OTHER

Matt Everett

Matt reminded the Commissioners of the Tri-State Water Utility Council (WUC) meeting at the Red Lion in the City of SeaTac. The meeting is scheduled for November 12, 2009 from 9:00 am to 1:00 pm. Commissioners' Guite and Quong-Vermeire plan to attend.

Matt informed the Board that they are invited to attend the 40th Anniversary celebration of Inslee Best Doezie & Ryder on November 5, 2009 from 5:00 m to 7:00 pm. The celebration will be held at the Inslee Best Doezie & Ryder law offices in Bellevue, WA.

Kathleen Quong-Vermeire

Commissioner Quong-Vermeire informed the Board and staff that she is on a Washington Water Utility Council (WWUC) subcommittee that will review the process for obtaining CEUs.

Jerry Guite

Commissioner Guite stated that he saw an employee from Buno Construction use a hydrant without a hydrant meter during construction work for Project 07-1 490 Zone Water System Improvements. Staff stated that the District does not charge its own contractors on CIP projects for water usage, however, in the future, contractors will be required to use hydrant meters in order for the District's inspector to accurately track the accounted for water loss.



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There being no further business of the District, President Johnson adjourned the meeting at 10:29 a.m.

BOARD OF COMMISSIONERS

A handwritten signature in cursive script, appearing to read "Dan Johnson".

Daniel Johnson, President

A handwritten signature in cursive script, appearing to read "Kathleen Quong-Vermeire".

Kathleen Quong-Vermeire, Secretary

A handwritten signature in cursive script, appearing to read "Gerald R. Guite".

Gerald R. Guite, Commissioner

A handwritten signature in cursive script, appearing to read "Vince Koester".

Vince Koester, Commissioner

George Landon, Commissioner