



Highline Water District Special Meeting Minutes October 6, 2009

<p><u>COMMISSIONERS PRESENT</u> Gerald R. Guite Daniel Johnson Vince Koester George Landon Kathleen Quong-Vermeire</p>	<p style="text-align: right;"><u>STAFF PRESENT</u> Matt Everett, General Manager Vacation Jeremy DeMar, Engineering Manager Debra Prior, Administrative Manager Mary Fossos, Administrative Assistant</p> <p style="text-align: right;"><u>ATTORNEY PRESENT</u> John Milne</p>
Note: Strikeouts indicate absence	

1. CALL TO ORDER						
President Johnson called the meeting to order at 9:00 a.m.						
2. APPROVE AGENDA						
Commissioner Koester's motion to approve the agenda as presented was seconded by Commissioner Landon and carried unanimously.						
3. CONSENT AGENDA						
Minutes:		September 22, 2009 Workshop Meeting				
Fund Name	Fund No.	Warrant Date	Vouchers			AMOUNT
Maintenance	09-075-0010	10/13/09	012166	-	012209	\$ 136,758.19
Construction	09-075-3030	10/13/09	901116	-	901121	\$ 244,065.32
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	Fund Name	Fund No.	Period Ending	EFT Transfer Date		AMOUNT
	Payroll Tax	09-075-0010	09/18/09	09/30/09		\$ 23,343.46
	Direct Deposit	09-075-0010	09/18/09	09/25/09		\$ 64,916.29
	HRA - VEBA	09-075-0010	09/18/09	09/25/09		\$ 2,305.00
	Dept of Retirement	09-075-0010	09/18/09	10/15/09		\$ 8,225.48
	Dept of Retirement – Deferred Comp.	09-075-0010	09/18/09	09/25/09		\$ 3,196.50
Commissioner Koester's motion to approve the Consent Agenda as presented was seconded by Commissioner Landon and carried unanimously.						

4. PUBLIC INPUT

No members of the public attended the meeting.

5. RESOLUTIONS/MOTIONS

No resolutions presented.



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6. STAFF/COMMISSIONERS/ATTORNEY Matt Everett

Matt reviewed the following item(s) from the General Manager's Report of 10/6/09:

- Matt, Debbie and Commissioner Quong-Vermeire will attend ICS 300-400 training at the Cedar River Water and Sewer District on October 7 – 9, 2009.
- 9/28/09: Qwest Damage Claim – 2036 S 231st, Des Moines, WA – Qwest alleges that Highline Water District employees damaged a Qwest 25 Pair buried cable with a backhoe during water excavation on or about 8/10/09.

The District's Field Supervisor, Dave Stanley, took videos of the area that clearly showed the cables were not located. Matt informed the Board that the District would deny the claim.

- Commissioners Letter to the Department of Ecology - Re: Reclaimed Water Permit for King County - Commissioner Johnson signed the letter on behalf of the Board stating their objections to the Department of Ecology's issuance of this permit to the extent it "specifically authorizes the South WWTP to distribute Class A reclaimed water from the existing water reclamation facility to off-site users" in order for "the County [to act] as a water supplier to distribute reclaimed water off-site for irrigation, commercial and industrial uses."¹

¹ Fact Sheet for Reclaimed Water Permit No. ST-7445 al 1.

- Proposed 2010 Rate Increase Alternatives - Matt distributed to the Board two proposed alternatives for an approximate 5% rate increase in 2010. The Board and staff reviewed and discussed the pros and cons of each alternative. Matt explained that alternative "B" came directly out of the May 2008 FSC Group Rate Study. This alternative raises meter fees, raises the winter rate by 20 cents per CCF, keeps summer rates the same and keeps the first 4 CCF per summer month at the lower (winter) rate. Alternative "A" also raises meter fees by the same (but rounded) amount and has no increase for the summer rate. However, It increases the winter rate by 22 cents, 2 cents more, and the first 5 CCF per summer month, 1 CCF more will be billed at the lower (winter) rate. Alternative "A" slightly increases the winter rate while lowering the summer rate compared to the other alternative.

Commissioner Koester made a motion to accept Alternative A for the rate increase to become effective January 1, 2010. Commissioner Landon seconded the motion. The motion carried unanimously.

District staff will publish a notice for a public hearing to be held on October 21, 2009 during the Regular Board Meeting.

- Normandy Park 1st Ave. S. Road Improvements Project - Matt informed the Board that at S. 194th St. & 1st Ave. S. there is a potential conflict with the proposed retaining wall



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and the District's 12" water main. The water main may need to be relocated or taken out of service. Matt said he may have the relocation of the main done by Buno Construction via force account. Matt will update the Board at a future Board meeting.

Debbie Prior

- Debbie distributed to the Commissioners their compensation for year-to-date.
- Debbie distributed the 2010 Medical Plan Changes to the Commissioners and informed them that they must submit proof of their dependents to the Washington State Health Care Authority Public Employees Benefits Board by 11/30/09.

John Milne

- American Airlines Federal Credit Union (AAFCU) Lawsuit Update
Mr. Milne explained to the Board of Commissioners and staff that he sent an email to the AAFCU stating that the District will not respond to the 20-Day Summons from King County Superior Court. The District will be compensated for the liened amount due from the unpaid water bill plus interest once the property of the estate of Patricia L. Sakowski is sold.

Jerry Guite

- Jerry asked Matt if the District's insurance company (Enduris) covers the Commissioners in the event of an accident while traveling to a District meeting. John Milne stated that he does not believe there would be coverage and recommended that Matt discuss this issue with Enduris.

Kathleen Quong-Vermeire

- Commissioner Quong-Vermeire attended the WWUC meeting in Spokane, WA, which focused on how CEU's are determined.

7. EXECUTIVE SESSION – PERSONNEL (General Manager's Contract)

It was determined that an executive session was not required per RCW 42.30.140(4) which states "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.

After discussing the General Manager's salary request and length of the contract, a motion was duly made and seconded to approve the General Manager's Employment contract proposal as submitted. The motion carried unanimously.



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There being no further business of the District, President Johnson adjourned the meeting at 10:15 AM.

BOARD OF COMMISSIONERS

Daniel Johnson, President

Kathleen Quong-Vermeire, Secretary

Gerald R. Guite, Commissioner

George Landon, Commissioner

Vince Koester, Commissioner