



# Highline Water District Workshop Meeting Minutes January 24, 2012

| ATTENDEES   |  |  |
|---|--|--|
| <b>COMMISSIONERS</b><br>Gerald R. Guite<br>Daniel Johnson (arrived @9:06 am)<br>Vince Koester<br>George Landon<br>Kathleen Quong-Vermeire | <b>HWD STAFF</b><br>Matt Everett, General Manager<br>Jeremy DelMar, Engineering/Operations Mgr.<br>Debra Prior, Administrative Manager<br>Mary Fossos, Project Coordinator, CIPs | <b>HWD ATTORNEY(S)</b><br>John Milne, Inslee-Best<br><br><b>VISITORS</b> |
| <b>Strikeouts indicate absence</b>  |  |  |

**1. CALL TO ORDER**

President Koester called the meeting to order at 9:06 a.m.

**2. APPROVE AGENDA**

Commissioner Landon's motion to approve the Agenda as presented seconded by Commissioner Johnson. The motion carried unanimously.

**3. CONSENT AGENDA**

*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.*

| <b>Minutes:</b>            | January 18, 2012 Regular Meeting |                        |                 |               |
|----------------------------|----------------------------------|------------------------|-----------------|---------------|
| WARRANTS                   |                                  |                        |                 |               |
| Fund Name                  | Fund No.                         | Scheduled Payment Date | Voucher Numbers | TOTAL AMOUNT  |
| Maintenance                | 09-075-0010                      | 01/30/12               | 14956 - 14973   | \$ 188,601.25 |
| Construction               | 09-075-0030                      | 01/30/12               | 901351 -        | \$ 42,505.72  |
| CONSENT AGENDA RESOLUTIONS |                                  |                        |                 |               |
| Item #                     | Resolution #                     | Description            |                 |               |
| <b>NONE</b>                |                                  |                        |                 |               |

Commissioner Landon's motion to approve the Consent Agenda as presented seconded by Commissioner Johnson. The motion carried unanimously.

**4. RESOLUTIONS/MOTIONS**

- ◆ Resolution 12-1-24A authorizing payment to Valley View Sewer District for General Facility and System Facility charges for sewer connection at 3768 S 166th St, Seatac, Washington, relating to Project 07-2 McMicken Heights Well and Treatment Plant. Commissioner Johnson's motion to approve seconded by Commissioner Landon. After discussion, the motion carried unanimously.



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### 5. OTHER

#### Jeremy DelMar

- ◆ Project 07-2 McMicken Heights Well and Treatment Plant Update – Jeremy distributed a spreadsheet to the Commissioners and staff that outlined the construction progress to-date. The project is approximately 70% complete. Jeremy discussed additional costs (included in the original project budget) for design, permitting, security and fencing relating to the purchase of property adjacent to the tank site.

#### Matt Everett

- ◆ Snow and Ice Storm Update 1/18/12-1/19/12 – **(1)** The District averaged ten employees on the 18<sup>th</sup> and 19<sup>th</sup>; **(2)** The District experienced power outages at PS 4 McMicken Heights and PS 7 North Hill. The District used 155 gallons of diesel to power generators at the pump stations; **(3)** 1/22/12 - Crews replaced a small portion of water main and repaired a ruptured saddle at 20644 14<sup>th</sup> Ave S. During the repair, 22 homes were without water service between 7:00 pm and 12:00 am.
- ◆ WASWD Board Meeting 1/23/12 Update – **(1)** Ron Ricker was elected as the newest WASWD Board Member and Norm Parker was elected Secretary; **(2)** Don Monfort, Interim Executive Director, received letters from Midway's and Highline's Commissioners requesting WASWD stop paying annual Municipal Research Services Center (MRSC) dues of \$15,000 because it is a redundant service for many districts. The WASWD Board will vote on this issue in February; **(3)** Sammamish Plateau is considering ending their membership with WASWD.

#### Debbie Prior

- ◆ HWDC 2.04.075 - Code of Ethics Policy - Debbie distributed a copy to the Commissioners for their review.
- ◆ King County Investment Pool 4th Annual Meeting 1/24/12 – Debbie said she will attend the meeting today and update the Board at the 2/1/12 Board meeting.

#### Daniel Johnson

- ◆ District Office Closures – Dan and the other Commissioners agreed that the General Manager should make the decision during severe weather conditions to close the District office early for the safety of the employees.

#### Kathleen Quong-Vermeire

- ◆ Ham Operator License – Kathleen obtained her license.




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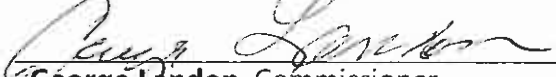
There being no further business of the District, President Koester concluded the meeting at 10:16 AM.

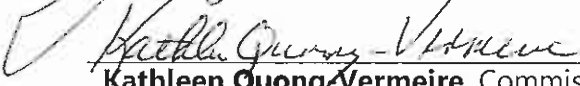
**BOARD OF COMMISSIONERS**

  
\_\_\_\_\_  
**Vince Koester**, President

  
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**Daniel Johnson**, Secretary

  
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**Gerald R. Guite**, Commissioner

  
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**George Landon**, Commissioner

  
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**Kathleen Quong-Vermeire**, Commissioner