



# Highline Water District Regular Board Meeting Minutes February 1, 2012

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

**1. CALL TO ORDER**

President Koester called the meeting to order at 9:00 a.m.

**2. APPROVE AGENDA**

Commissioner Guite'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.*

**Minutes:** January 24, 2012 Workshop Meeting

WARRANTS					
Fund Name	Fund No.	Scheduled Payment Date	Voucher Numbers	TOTAL AMOUNT	
Maintenance	09-075-0010	02/06/12	14974 - 14989	\$	36,484.30
Construction	09-075-0030	02/06/12	901352	\$	15,331.25
ELECTRONIC TRANSFER FUNDS					
Description	Fund No.	Period Ending	EFT Transfer Date	AMOUNT	
Payroll Tax	09-075-0010	01/20/12	02/01/12	\$	21,238.97
Direct Deposit – Payroll (KC-PAY47)	09-075-0010	01/20/12	01/27/12	\$	62,558.64
Dept of Retirement	09-075-0010	01/20/12	02/15/12	\$	10,242.47
Dept of Retirement – Deferred Compensation	09-075-0010	01/20/12	01/27/12	\$	2,768.00
Health Equity (KC-BEN96)	09-075-0010	01/20/12	01/27/12	\$	189.00
HRA-VEBA (KC-BEN60)	09-075-0010	01/20/12	01/27/12	\$	2,073.50
Dept of Revenue – B&O Tax	09-075-0010	12/31/11	01/26/12	\$	41,964.60
CONSENT AGENDA RESOLUTIONS					
Item #	Resolution #	Description			
<b>NONE</b>					

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



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#### 4. PUBLIC INPUT

No members of the public attended the meeting.

#### 5. RESOLUTIONS/MOTIONS

- ◆ Resolution 12-2-1A terminating developer extension and authorizing deposit refund for the Hibbford Glen project. Commissioner Johnson's motion to approve seconded by Commissioner Guite. After discussion, the motion carried unanimously.
- ◆ Motion 12-2-1(1) authorizing the General Manager to purchase Harris Northstar Billing Software Upgrade at a not-to-exceed amount of \$26,400 plus tax. Commissioner Guite's motion to approve seconded by Commissioner Johnson. After discussion, the motion carried unanimously.

#### 6. STAFF/COMMISSIONERS/ATTORNEY

##### Debbie Prior

- ◆ King County Investment Pool (KCIP) 4th Annual Meeting 1/24/12 – Debbie distributed to the Board a copy of the KCIP PowerPoint presentation for their review. PFM Asset Management reviews the investment pool portfolio on a quarterly basis. Approximately 83% of the Pool's holdings are guaranteed and/or supported by the U.S. Government and holdings of 11% are in the Washington State Local Government Investment Pool (LGIP). The Pool is stable with a strong credit rating. In 2011, the District recovered \$30,000 from impaired investments.

##### Jeremy DelMar

- ◆ Request for Bids – Ford Transit Connect XLT Cargo Van – The District is soliciting bids from five Ford dealerships. The vehicle will be used as the on-call vehicle and is included in the 2012 Operating Budget.
- ◆ Des Moines S 223rd St Culvert Replacement – The City of Des Moines submitted a draft Interlocal Agreement (ILA) to the District for review by management. Approximately 40 LF of the District's 8" DI water main will need to be lowered to accommodate the culvert design. A resolution to approve the ILA will go to the Board at the 2/27/12 Workshop meeting.

##### Matt Everett

- ◆ Customer Kudos for Emergency Repair Work on 14th Ave S – Customer Mark Proulx sent an email (1/23/12) to Customer Service to express his appreciation and thanks to the District's on-call crew (Kevin Lord, Nick Palmer, Todd Smith) for their professionalism and a job well done. The Board agreed to acknowledge their efforts with a pizza lunch.



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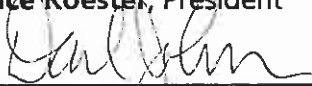
**Matt Everett**

- ◆ Supreme Court Decision – City of Tacoma v. City of Bonney Lake, et al – The State Supreme court issued its decision on 1/26/12 regarding fire hydrant costs in the context of franchise agreements. The court ruled that, under the particular franchise agreements in question, Tacoma is required to provide fire hydrants and to bear the costs. The court declined to decide whether charges for hydrants results in a tax as a general matter because no set of facts was presented for adjudication in this case.
- ◆ WASWD L & I Retro Committee Openings – Matt received an email from WASWD asking if any of the Commissioners were interested in being a member of the Committee. President Koester said he would like to be on the Committee.
- ◆ WASWD Spring Conference & Trade Show (April 12-13, 2012) Yakima, WA – Matt asked the Board to decide which hotel they would like to stay at and let Greg Wilson know so he can complete the registrations.

There being no further business of the District, President Koester concluded the meeting at 9:35 AM.

**BOARD OF COMMISSIONERS**

  
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**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**