



Highline Water District Workshop Meeting Minutes February 28, 2012

ATTENDEES		
COMMISSIONERS Gerald R. Guite Daniel Johnson (arrived @9:05 am) Vince Koester George Landon Kathleen Quong-Vermeire	HWD STAFF Matt Everett, General Manager Jeremy DeMar, Engineering/Operations Mgr. Debra Prior, Administrative Manager Mary Fossos, Project Coordinator, CIPs	HWD ATTORNEY(S) John Milne, Inslee-Best VISITORS
Strikeouts indicate absence		

1. CALL TO ORDER

President Koester called the meeting to order at 9:05 a.m.

2. APPROVE AGENDA

Commissioner Guite's motion to approve the Agenda as presented seconded by Commissioner Quong-Vermeire. 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:	February 15, 2012 Regular Meeting				
WARRANTS					
Fund Name	Fund No.	Scheduled Payment Date	Voucher Numbers		TOTAL AMOUNT
Maintenance	09-075-0010	03/05/12	15044 - 15081		\$ 281,331.34
Construction	09-075-0030	03/05/12	901360 - 901363		\$ 34,833.91
Maintenance - Payroll	09-075-0010	02/29/12	302388 - 302405		\$ 2,743.64
ELECTRONIC TRANSFER FUNDS					
Description	Fund No.	Period Ending	EFT Transfer Date	AMOUNT	
Payroll Tax	09-075-0010	02/17/12	02/29/12	\$ 21,201.75	
Payroll Tax	09-075-0010	02/29/12	02/29/12	\$ 1,515.09	
Direct Deposit – Payroll (KC-PAY47)	09-075-0010	02/17/12	02/24/12	\$ 63,012.13	
Dept of Retirement	09-075-0010	02/17/12	03/15/12	\$ 10,190.68	
Dept of Retirement – Deferred Compensation	09-075-0010	02/17/12	02/24/12	\$ 2,768.00	
Health Equity (KC-BEN96)	09-075-0010	02/17/12	02/24/12	\$ 189.00	
HRA-VEBA (KC-BEN60)	09-075-0010	02/17/12	02/24/12	\$ 2,073.50	
Dept of Revenue – B&O Tax	09-075-0010	01/31/12	02/28/12	\$ 57,061.47	
CONSENT AGENDA RESOLUTIONS					
Item #	Resolution #	Description			
NONE					

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



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4. PUBLIC INPUT

No members of the public attended the meeting.

5. RESOLUTIONS/MOTIONS

- ◆ Resolution 12-2-28A authorizing Interlocal Agreement by and between the City of Des Moines and Highline Water District regarding the South 223rd Street Culvert Replacement. Commissioner Landon's motion to approve seconded by Commissioner Guite. After discussion, the motion carried unanimously.
- ◆ Motion 12-2-28(1) authorizing the General Manager to sign a *Consent of Representation - Waiver of Conflict of Interest* to allow John Milne, Attorney, Inslee Best, to represent Highline and KCWD 125 relating to KCWD 125's request for an emergency intertie with Highline Water District. (Reference Item 7)

6. ANNUAL REPORT

The General Manager provided a copy of the District's 2011 Annual Report to the Board of Commissioners.

7. CONSENT TO REPRESENTATION - WAIVER OF CONFLICT OF INTEREST

(Proposed Emergency Intertie With KCWD 125)

At the 11/16/11 Board meeting, Matt informed the Board that King County Water District 125 (KCWD 125) requested permission from Highline to build an emergency intertie in the area of S 158th St & 42nd Ave S. Matt stated KCWD 125 would be responsible for all costs associated with the construction and maintenance of the intertie.

John Milne, Attorney, Inslee Best, represents both parties (Highline and KCWD 125) and has asked Matt to consent to his representation of an Interlocal Agreement between Highline and KCWD 125. (KCWD 125 has executed a *Consent to Representation - Waiver of Conflict of Interest*)

Matt stated that he has no objection to the District's legal counsel representing both parties and asked the Board for authorization to execute a *Consent to Representation - Waiver of Conflict of Interest*. Action Taken: Reference Motion 12-2-28(1).

8. PROJECT 13-1 ANGLE LAKE WATER MAIN REPLACEMENT

(Design Contract Update – BHC Consultants, LLC)

Matt reviewed with the Board the following items submitted by BHC Consultants: (1) Scope of Preliminary Design Services; and (2) Budget; and (3) 2012 Schedule of Charges. A resolution to authorize the Phase 1 Preliminary Design Services contract with BHC Consultants, LLC, will be presented to the Board at the 3/7/12 Board meeting.



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9. OTHER

Matt Everett

◆ **WASWD UPDATE**

Executive Director Position Interviews - Matt stated that four applicants were interviewed for the Executive Director position last Friday (2/24/12). The WASWD Executive Board met yesterday (2/27/12) to discuss the contract details of the successful candidate.

WASWD Vote to End Paying for MRSC Dues - The vote was postponed until the 3/26/12 meeting.

WASWD Managers Meeting - 3/29/12 @ Sammamish Plateau - Matt plans to attend the meeting.

WASWD Member Workshop - Expanded Authority for Joint Utility Operations

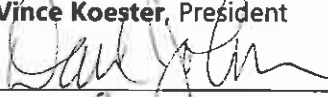
The meeting will be at Highline Water District on March 20, 2012 from 10:00 am to 1:00 pm. Matt, Debbie, and Commissioners' Guite, Johnson, Landon and Quong-Vermeire plan to attend the workshop.

There being no further business of the District, President Koester concluded the meeting at 9:51 AM.

BOARD OF COMMISSIONERS



Vince Koester, President



Daniel Johnson, Secretary



Gerald R. Guite, Commissioner



George Landon, Commissioner



Kathleen Quong-Vermeire, Commissioner