



Highline Water District Regular Meeting Minutes October 17, 2012

ATTENDEES		
COMMISSIONERS Gerald R. Guite Daniel Johnson Vince Koester George Landon Kathleen Quong-Vermeire (Vac)	HWD STAFF Matt Everett, General Manager Jeremy DelMar, Engineering/Operations Mgr. Debra Prior, Administrative Manager – (Vac) 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 4:00 p.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:	October 3, 2012 Regular Meeting				
WARRANTS					
Fund Name	Fund No.	Scheduled Payment Date	Voucher Numbers		TOTAL AMOUNT
Maintenance	09-075-0010	10/15/12	15758	-	\$ 4,225.79
Maintenance	09-075-0030	10/22/12	15759	- 15803	\$ 867,152.57
Construction	09-075-0010	10/22/12	901432	- 901434	\$ 71,389.58
ELECTRONIC TRANSFER FUNDS					
Description	Fund No.	Period Ending	EFT Transfer Date	AMOUNT	
Payroll Tax	09-075-0010	10/12/12	10/24/12	\$ 21,029.43	
Direct Deposit – Payroll (KC-PAY47)	09-075-0010	10/12/12	10/19/12	\$ 63,377.66	
Dept of Retirement	09-075-0010	10/12/12	11/15/12	\$ 10,310.16	
Dept of Retirement – Deferred Compensation	09-075-0010	10/12/12	10/19/12	\$ 2,793.00	
Health Equity (KC-BEN96)	09-075-0010	10/12/12	10/19/12	\$ 189.00	
HRA-VEBA (KC-BEN60)	09-075-0010	10/12/12	10/19/12	\$ 2,073.50	
Dept of Revenue – B&O Tax	09-075-0010	09/30/12	10/26/12	\$ 80,478.41	
CONSENT AGENDA RESOLUTIONS					
Item #	Resolution #	Description			
NONE					

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 12-10-17A awarding design contract to PACE Engineers, Inc. for Project 12-3 S 188th St Water Main Replacement and authorizing amendment to the adopted 2012 Capital Improvement Program to include this project. Commissioner Landon's motion to approve seconded by Commissioner Guite. After discussion, the motion carried unanimously.

Resolution 12-10-17B commending employee (Mike Becker) for twenty-five years of service with the District. Commissioner Guite's motion to approve seconded by Commissioner Johnson. After discussion, the motion carried unanimously.

Resolution 12-10-17C commending employee (Mike Evans) for fifteen years of service with the District. Commissioner Guite's motion to approve seconded by Commissioner Johnson. After discussion, the motion carried unanimously.

6. OTHER

Greg Wilson

6.1 Water Meters – Greg explained to the Board that the District is currently using Sensus meters and automated, meter-reading software. The District is concerned with the poor customer service it has received from Sensus and is considering switching to Badger meters. Some of the issues the District has with Sensus are as follows: (1) changed register design which requires the use of a hammer to remove; (2) new 1-1/2" and 2" meter design makes it difficult for field crews to install; (3) quotes submitted to the District were incomplete and ambiguous; (4) unresponsive to District emails expressing concern of issues not resolved.

Greg said Badger meters work with the District's existing automated meter-reading software, are easier to install, cost less and should be as accurate. The District purchased 20 Badger meters to test the accuracy and compatibility with the existing system. The District will continue to research Badger and other metering solutions.

The District was able to purchase surplus Sensus registers, MXU's and one VXU from Northshore Utility District for \$500.00, which will save a substantial amount of money on replacement parts over the next few years.



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Jeremy DelMar

- 6.2 Project 11-1B North Hill Tank Interior/Exterior Painting – The North Hill tank painting is complete and the tank was put back on line today.
- 6.3 Project 11-1A Star Lake Tank Interior Painting – S & K Painting has two crews working on the interior painting. The primer coat is done and the project is expected to be completed by October 31st.
- 6.4 Sound Transit Federal Way Transit Extension – Jeremy attended a Utility Coordination/Review meeting held today at HWD Headquarters with Sound Transit officials to discuss the feasibility of five alternative light rail routes from S 200th St to S 240th St. The following items were discussed: (1) Corridor options; (2) HWD Mansion Hill Reservoir – Track Interface; (3) WSDOT SR509 Future Expansion; (4) SR99 Corridor options; (5) I-5 Corridor.

Jeremy distributed to the Board and Staff drawings with initial screening alignments. Jeremy informed the Board that one route under consideration would place the light rail over the top of the District's 5.0 MG reservoir at Mansion Hill.

Construction for this section of light rail is eight to ten years out.

- 6.5 Sound Transit S 200th St Link Extension - Sound Transit has scheduled a kick-off meeting on Monday, October 22, 2012 at 9:00 am to bring various parties (PCL, utility companies, Port of Seattle, City of SeaTac, and ST) together that will be working closely during the design phase of the contract. The construction of this section of light rail is scheduled for completion by 2016.

Matt Everett

- 6.6 3rd Quarter Financials - Matt distributed the Third Quarter Financial Report to the Board and staff. Matt reviewed the budget vs. actual status with the Commissioners and answered questions of the Board.
- 6.7 10/23/12 Board Workshop Meeting – The agenda will include the 2013 Draft Budget and the 2013 Draft Capital Improvement Program. Matt will email the budget to the Commissioners by the end of the week for their review prior to the Workshop.



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There being no further business of the District, President Koester concluded the meeting at 5:05 PM.

BOARD OF COMMISSIONERS



Vince Koester, President



Daniel Johnson, Secretary



Gerald R. Guite, Commissioner



George Landon, Commissioner

Kathleen Quong-Vermeire, Commissioner