



# Highline Water District Regular Meeting Minutes October 3, 2012

ATTENDEES		
<b>COMMISSIONERS</b> Gerald R. Guite Daniel Johnson Vince Koester (Conf.) 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, Inslée Best  <b>VISITORS</b>
Strikeouts indicate absence		

**1. CALL TO ORDER**

Secretary Johnson called the meeting to order at 9:00 a.m.

**2. APPROVE AGENDA**

Commissioner Landon'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.*

<b>Minutes:</b>	September 25, 2012 Workshop Meeting				
<b>WARRANTS</b>					
Fund Name	Fund No.	Scheduled Payment Date	Voucher Numbers		TOTAL AMOUNT
Maintenance	09-075-0010	10/08/12	15730 - 15757		\$ 47,437.09
Construction	09-075-0030	10/08/12	901430 - 901431		\$ 5,772.41
Maintenance - Payroll	09-075-0010	10/05/12	302417 -		\$ 746.41
<b>ELECTRONIC TRANSFER FUNDS</b>					
Description	Fund No.	Period Ending	EFT Transfer Date	AMOUNT	
Payroll Tax	09-075-0010	09/28/12	10/10/12	\$	22,443.10
Direct Deposit – Payroll (KC-PAY47)	09-075-0010	09/28/12	10/05/12	\$	66,059.18
Dept of Retirement	09-075-0010	09/28/12	10/15/12	\$	10,385.73
Dept of Retirement – Deferred Compensation	09-075-0010	09/28/12	10/05/12	\$	2,793.00
Health Equity (KC-BEN96)	09-075-0010	09/28/12	10/05/12	\$	189.00
HRA-VEBA (KC-BEN60)	09-075-0010	09/28/12	10/05/12	\$	2,073.50
Dept of Labor & Industries - Tax	09-075-0010	09/30/12	10/29/12	\$	13,924.87
<b>CONSENT AGENDA RESOLUTIONS</b>					
Item #	Resolution #	Description			
NONE					

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



## Highline Water District Regular Meeting Minutes October 3, 2012

#### 4. PUBLIC INPUT

No members of the public attended the meeting.

#### 5. RESOLUTIONS/MOTIONS

Resolution 12-10-3A Resolution commending employee (Mary Fossos) for twenty years of service with the District. Commissioner Guite's motion to approve seconded by Commissioner Quong-Vermeire. After discussion, the motion carried unanimously.

Resolution 12-10-3B commending employee (Jon Seibel) for five years of service with the District. Commissioner Landon's motion to approve was seconded by Commissioner Guite. After discussion, the motion carried unanimously.

#### 6. OTHER

##### Jeremy DelMar

6.1 Project 07-2 McMicken Heights Treatment Plant – Jeremy said the plant if fully operational, fully automatic and consistently pumping at 500 gpm. Currently, the well is being pumped 36 hours continuously between backwashing. The drawdown is better than anticipated. Jeremy said the project should be substantially complete by the end of next week.

Commissioner Quong-Vermeire wants the District to continue exploring additional ground water sources. Jeremy said the next site to consider would be the District's water right located near Mount Rainier High School.

6.2 S 188th Street Water Main Replacement (Military Rd S to International Blvd) – The City of Seatac will be overlaying the road in July 2013. Because the City places a moratorium of five years on any construction that would affect the newly paved road, the District has requested a Scope of Work from PACE Engineers for replacing 3,700 LF of AC water main. Some main along the road will be abandoned in place. The District's project would need to be completed prior to the City's overlay project.

6.3 Project 13-1 Angle Lake Water Main Replacement – BHC Consultants have submitted alternative designs for the District to review. The District will meet with BHC next week to discuss design options along Military Rd S. The Washington State Dept. of Archaeology & Historic Preservation has requested a study of the project area regarding archeological findings. A sub-consultant of BHC will do the study. Jeremy informed the Board that there may be a need for extended services for homes that abut S 188th Street, which would require Board approval.



## Highline Water District Regular Meeting Minutes October 3, 2012

### **Debbie Prior**

- 6.4 Draft 2013 Budget and 3rd Quarter Financials – Draft copies will be distributed to the Commissioners after the 10/17/12 Regular Board meeting for their review. The draft budget and financials will be discussed at the 10/23/12 Board Workshop.
- 6.5 Internal Controls – In light of the recent fraud report released by the State Auditor regarding Franklin County's Public Works Department, Debbie informed the Board that she is reviewing the District's policies and procedures to ensure continued compliance.

### **Matt Everett**

- 6.6 Facilities Use Application and Agreement – Matt informed the Board that the Tukwila Fire Department, Seatac Fire Department and the Kent Regional Authority requested using one of the District's tanks for rescue training. Matt asked the District's legal counsel to review an indemnification and hold harmless agreement from the City of Tukwila. The agreement was inadequate and was revised by the District's legal counsel. The requesting fire departments opted out of using one of the District's facilities at this time. The District's application/agreement will be required by any government agency requesting the use of any of the District's facilities.
- 6.7 2013 Rate Increase – Matt reminded the Board of the 3% rate increase effective January 1, 2013. The average residential bill will increase by approximately \$1.15 per month. The rate increase notification will be included in the District's newsletter and website.
- 6.8 Security Fencing @ McMicken Heights Treatment Plant – A customer contacted the District and threatened to sue the District because the fencing at the treatment plant eliminated a shortcut route through the park. Matt will update the Board if the situation progresses.

### **Commissioner Kathleen Quong-Vermeire**

- 6.9 Construction Project Photos – Kathleen asked if photo logs are kept on all construction projects for historical reference. Jeremy responded that photos are taken during the entire project and archived.

There being no further business of the District, Secretary Johnson concluded the meeting at 9:52 am.



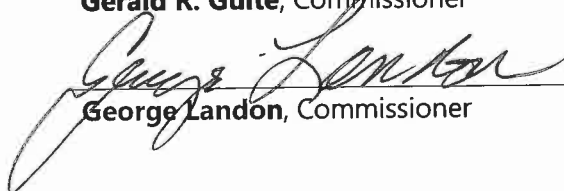
**Highline Water District  
Regular Meeting Minutes  
October 3, 2012**

**BOARD OF COMMISSIONERS**

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

  
\_\_\_\_\_  
**Daniel Johnson**, Secretary

  
\_\_\_\_\_  
**Gerald R. Guite**, Commissioner

  
\_\_\_\_\_  
**George Landon**, Commissioner

\_\_\_\_\_  
**Kathleen Quong-Vermeire**, Commissioner