



## Highline Water District Regular Board Meeting Minutes December 19, 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, Ineslee Best  <b>VISITORS</b>
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.*

<b>Minutes:</b>	December 5, 2012 Regular Meeting				
WARRANTS					
Fund Name	Fund No.	Scheduled Payment Date	Voucher Numbers		TOTAL AMOUNT
Maintenance	09-075-0030	12/20/12	15962 - 16015		\$ 385,409.16
Construction	09-075-0010	12/20/12	901450 - 901452		\$ 10,806.70
Maintenance - Payroll	09-075-0030	12/14/12	302424		\$ 571.25
ELECTRONIC FUNDS TRANSFERS					
Description	Fund No.	Period Ending	EFT Transfer Date	TOTAL AMOUNT	
Payroll Tax	09-075-0010	12/07/12	12/19/12	\$	21,339.40
Direct Deposit - Payroll (KC-PAY47)	09-075-0010	12/07/12	12/14/12	\$	65,396.76
Dept of Retirement	09-075-0010	12/07/12	01/15/13	\$	10,278.41
Dept of Retirement - Deferred Compensation	09-075-0010	12/07/12	01/15/13	\$	2,793.00
Health Equity (KC-BEN96)	09-075-0010	12/07/12	12/14/12	\$	189.00
HRA VEBA (KC-BEN60)	09-075-0010	12/07/12	12/14/12	\$	2,073.50
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.

**4. PUBLIC INPUT**

No members of the public attended the meeting.



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### 5. RESOLUTIONS/MOTIONS

Resolution 12-12-19A authorizing Release of Easement (Southcenter Golf, Inc. – King County Recording No. 9701080300). Commissioner Landon's motion to approve seconded by Commissioner Guite. After discussion, the motion carried unanimously.

Resolution 12-12-19B authorizing Release of Easement (Joseph Gunder – King County Recording No. 6306492). Commissioner Landon's motion to approve seconded by Commissioner Guite. After discussion, the motion carried unanimously.

Resolution 12-12-19C authorizing Release of Easement (Gunder and Olga Birkeland – King County Recording No. 6291827). Commissioner Landon's motion to approve seconded by Commissioner Guite. After discussion, the motion carried unanimously.

Resolution 12-12-19D authorizing amendment to developer extension agreement to allow developers to furnish a Cash Maintenance and Pledge of Monies Agreement in lieu of a surety maintenance bond. Commissioner Landon's motion to approve seconded by Commissioner Guite. After discussion, the motion carried unanimously.

### 6. STAFF/COMMISSIONERS/ATTORNEY

#### Jeremy DelMar

- 6.1 Project 07-2 McMicken Heights Well & Treatment Plant – The project is complete. The Operation & Maintenance Manuals were received. The contractor (McClure & Sons, Inc.) has tentatively accepted the District's offer to settle for construction delays and additional engineering costs. A resolution to accept the project as complete and authorize a settlement agreement prepared by the District's legal counsel, will go before the Board at a Regular Board meeting in January 2013.

#### Debbie Prior

- 6.2 Debbie asked the Board for their timesheets and distributed to the Commissioners a Salary Redirection Agreement for their portion of medical insurance premiums.

#### Matt Everett

- 6.3 Angle Lake Transmission Main Update – District crews repaired the main. A gate was installed for District crews to access the site via the South Correctional Entity. The District requested S & B, Inc. to install SCADA alarms to notify operators of pressure differentials and/or flow differentials.
- 6.4 Employees' Holiday Fund Raising – The District's spaghetti luncheon held on 12/12/12 raised \$321.00. A silent auction with items donated by employees will be held on Thursday (12/20/12). The employees are also collecting canned goods. All proceeds will be donated to the Des Moines Food Bank. The District is also participating in a toy drive for Toys for Tots. The toys will be delivered to the Marines' Warehouse on 12/20/12.



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**6. STAFF/COMMISSIONERS/ATTORNEY**

- 6.5 2013 Commissioners' Workshop – Saturday 1/26/13 – Lynnwood, WA – Matt reminded the Commissioners to let him know if they plan to attend. Greg Wilson will handle the registration.

There being no further business of the District, President Koester concluded the meeting at 4:36 p.m.

**BOARD OF COMMISSIONERS**

**Vince Koester, President**

**Daniel Johnson, Secretary**

**Gerald R. Guite, Commissioner**

**George Landon, Commissioner**

**Kathleen Quong-Vermeire, Commissioner**