



Highline Water District Regular Board Meeting Minutes March 21, 2012

ATTENDEES		
COMMISSIONERS Gerald R. Guite Daniel Johnson Vince Koester George Landon Kathleen Quong-Vermeire	HWD STAFF Matt Everett, General Manager Jeremy DelMar, 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 4:00 p.m.

2. APPROVE AGENDA

Commissioner Guite's motion to approve the Agenda as presented seconded by Commissioner Landon. 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: March 7, 2012 Regular Meeting

WARRANTS

Fund Name	Fund No.	Scheduled Payment Date	Voucher Numbers	TOTAL AMOUNT
Maintenance	09-075-0010	03/26/12	15101 - 15144	\$ 79,206.99
Construction	09-075-0030	03/26/12	901364 901369	\$ 324,733.00

ELECTRONIC TRANSFER FUNDS

Description	Fund No.	Period Ending	EFT Transfer Date	AMOUNT
Payroll Tax	09-075-0010	03/16/12	03/28/12	\$ 21,425.87
Direct Deposit – Payroll (KC-PAY47)	09-075-0010	03/16/12	03/23/12	\$ 66,055.00
Dept of Retirement	09-075-0010	03/16/12	04/13/12	\$ 10,441.46
Dept of Retirement – Deferred Compensation	09-075-0010	03/16/12	03/23/12	\$ 2,768.00
Health Equity (KC-BEN96)	09-075-0010	03/16/12	03/23/12	\$ 189.00
HRA-VEBA (KC-BEN60)	09-075-0010	03/16/12	03/23/12	\$ 2,073.50
Dept of Revenue – B&O Tax	09-075-0010	02/29/12	03/27/12	\$ 44,932.67

CONSENT AGENDA RESOLUTIONS

Item #	Resolution #	Description
NONE		

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



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4. PUBLIC INPUT

No members of the public attended the meeting.

5. RESOLUTIONS/MOTIONS

- Resolution 12-3-21A authorizing Change Order #1 to Equipment Purchasing Contract #11-50-19 with Johnson Controls, Inc. for additional security equipment relating to Project 07-2 McMicken Heights Well and Treatment Plant. Commissioner Guite's motion to approve seconded by Commissioner Landon. After discussion, the motion carried unanimously.
- Resolution 12-3-21B authorizing Construction Change Order #2 for Project 07-2 McMicken Heights Well and Treatment Plant (McClure and Sons, Inc.). Commissioner Guite's motion to approve seconded by Commissioner Landon. After discussion, the motion carried unanimously.
- Motion 12-3-21(1) to authorize payment of \$15,353.09 to the Department of Health for the Operating Permit Fee, which exceeded the \$10,000.00 budgeted for this expense item. Commissioner Landon's motion to approve seconded by Commissioner Quong-Vermeire. After discussion, the motion carried unanimously.
- Motion 12-3-21(2) authorizing the purchase of an antenna and software not-to-exceed \$100.00 for use with a transceiver to operate Commissioner Quong-Vermeire's Ham Radio as an emergency communication backup for the District. Commissioner Landon's motion to approve seconded by Commissioner Johnson. After discussion, the motion carried unanimously.

6. STAFF/COMMISSIONERS/ATTORNEY

Matt Everett

- City of Des Moines S 223rd St Culvert Replacement Bid Results – The City of Des Moines is the lead agency for this project. The District's schedule of work consists of lowering the water main to accommodate the new culvert. The bid opening was held on March 12, 2012 at 11:00 AM. The apparent low bidder was MVG, LLC (formerly known as Americon, Inc.). The bid amount for the District's schedule was \$15,001.50 with tax. The City plans to award the project at the next scheduled Council Meeting.
- Public Works Trust Fund Loans (2013 – 2015 Biennium) – The deadline to apply for funding is May 11, 2012. Matt and Jeremy stated they are concentrating on replacing 4" and 6" A.C. main and will propose several projects to the Board for their consideration at a future meeting.
- Main Break (3/17/12) @ S 240th St & 26th Pl S – The main break occurred at approximately 11:35 pm on Saturday night. The District's on-call person shut down the 6" C.I. water main. On Sunday (3/18/12), District crews fixed the crack in the main with a repair band. Water service was restored at approximately 2:00 pm, Sunday afternoon.
- L & I Claim Reopened – A field employee will be out 6 to 8 weeks for elbow surgery starting April 4th. This field employee initially filed an L & I claim for a repetitive motion injury in October 2010. He has already had surgeries on his other elbow and carpal tunnel surgery on both forearms.



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- 2012 D.O.H. Operating Permit Fee – Matt informed the Board that \$10,000 was budgeted for this fee but the actual amount billed by D.O.H. was \$15,353.09. Matt asked the Board for a motion to authorize payment to D.O.H for the permit fee. Action Taken: Reference Item 5 – Motion 12-3-21(1).

Commissioner Jerry Guite

- WASWD Workshop 3/20/12 -Expanded Authority Joint Utility Operations – Commissioner Guite attended the workshop and expressed his opposition to this proposed additional layer of government.
- Water & Sewer Risk Management Pool Semi-Annual Meeting (3/15/12) – Commissioner Guite attended the meeting and was impressed with the presentation and the large assortment of training videos that are available. Commissioner Guite requested management review the District's drug policy including the new medical marijuana laws.

Commissioner Kathleen Quong-Vermeire

- Commissioner Quong-Vermeire requested the Board authorize the purchase of an antenna and software to enable her to access repeaters to operate a transceiver (provided by the City of Tukwila) as an additional emergency communication tool for the District. Action Taken: Reference Item 5 – Motion 12-3-21(2).

There being no further business of the District, President Koester concluded the meeting at 4:54 PM.

BOARD OF COMMISSIONERS

Vince Koester, President

Daniel Johnson, Secretary

Gerald R. Guite, Commissioner

George Landon, Commissioner

Kathleen Quong-Vermeire, Commissioner