



Highline Water District Regular Board Meeting Minutes March 7, 2012

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

1. CALL TO ORDER

President Koester called the meeting to order at 9:00 a.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: February 28, 2012 Workshop Meeting

WARRANTS

Fund Name	Fund No.	Scheduled Payment Date	Voucher Numbers	TOTAL AMOUNT
Maintenance	09-075-0010	03/12/12	15082 - 15100	\$ 95,523.34
Maintenance - Payroll	09-075-0010	03/09/12	302406	\$ 658.82

ELECTRONIC TRANSFER FUNDS

Description	Fund No.	Period Ending	EFT Transfer Date	AMOUNT
Payroll Tax	09-075-0010	03/02/12	03/14/12	\$ 21,840.27
Direct Deposit – Payroll (KC-PAY47)	09-075-0010	03/02/12	03/09/12	\$ 64,481.44
Dept of Retirement	09-075-0010	03/02/12	04/13/12	\$ 10,315.70
Dept of Retirement – Deferred Compensation	09-075-0010	03/02/12	03/09/12	\$ 2,768.00
Health Equity (KC-BEN96)	09-075-0010	03/02/12	03/09/12	\$ 189.00
HRA-VEBA (KC-BEN60)	09-075-0010	03/02/12	03/09/12	\$ 2,073.50

CONSENT AGENDA RESOLUTIONS

Item #	Resolution #	Description
NONE		

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



Highline Water District Regular Board Meeting Minutes March 7, 2012

4. PUBLIC INPUT

No members of the public attended the meeting.

5. RESOLUTIONS/MOTIONS

- ◆ Resolution 12-3-7A authorizing the General Manager to enter into consultant agreement with BHC Consultants, LLC, for the Phase 1 design of Project 13-1 Angle Lake Water Main Replacement. Commissioner Landon's motion to approve seconded by Commissioner Quong-Vermeire. After discussion, the motion carried unanimously.
- ◆ Resolution 12-3-7B accepting as complete Des Moines North Twin Bridge Project (HWD Project SW10-2). Commissioner Landon's motion to approve seconded by Commissioner Guite. After discussion, the motion carried unanimously.
- ◆ Resolution 12-3-7C commending employee (Kevin Lord) for five years of service with the District. Commissioner Johnson's motion to approve seconded by Commissioner Landon. After discussion, the motion carried unanimously.
- ◆ Resolution 12-3-7D authorizing Change Order #1 for Project 7-2 McMicken Heights Well and Treatment Plant (McClure and Sons, Inc.) Commissioner Landon's motion to approve seconded by Commissioner Guite. After discussion, the motion carried unanimously.
- ◆ Resolution 12-3-7E declaring miscellaneous field equipment surplus and authorizing disposal of the same. Commissioner Johnson's motion to approve seconded by Commissioner Landon. After discussion, the motion carried unanimously.

6. STAFF/COMMISSIONERS/ATTORNEY

Jeremy DelMar

- ◆ Project 11-1 Star Lake & North Hill Tank Painting – The bid advertisement will be published in the Seattle Daily Journal of Commerce on March 13th and 20th, 2012. The bid opening will be held on March 27, 2012 at 2:00 pm at the District's headquarters (Board room).

Jeremy discussed with the Board about the feasibility to perform a practice rescue with South King Fire and Rescue (SKFR) at one of the District's water tanks. Jeremy suggested SKFR could use the North Hill Tank after it has been drained and prior to the tank recoating work. The Board authorized the practice rescue with the provision that SKFR accept full liability and sign a Hold Harmless Agreement. Jeremy will discuss with SKFR.



Highline Water District Regular Board Meeting Minutes March 7, 2012

Debbie Prior

- ◆ Commissioners' Computers – Debbie informed the Board that Lighthouse Consulting is working on replacing the existing and obsolete "Thin Clients" with a different product. Debbie will discuss with Lighthouse the options the Commissioners requested and update the Board at a future meeting.

Matt Everett

- ◆ Public Works Trust Fund (PWTF) Infrastructure Funding Opportunities – Matt informed the Board that the District received an email (2/21/12) from Isaac Huang, Public Works Board, regarding the low-interest loan program for funding available to award in the 2013-2015 biennium to local governments. The new online funding application will be available March 15 – May 11, 2012.

Jeremy asked the Board to consider a water main replacement project in the Manhattan area of Normandy Park. The area consists of approximately 10,500 LF of 4" and 6" AC water main. Jeremy will present a more detailed description of the proposed project at a future Board meeting and a resolution to authorize the General Manager to submit a loan application to the Public Works Trust Fund Board.

- ◆ WASWD New Executive Director – The WASWD Board has hired Blair Burroughs as the new Executive Director. Mr. Burroughs will start on March 19, 2012.
- ◆ Employee Kudos
Customer Dian Ferguson sent a letter (3/1/12) to the General Manager expressing her appreciation for the great customer service she received from Brandon Hoesel regarding a water leak.

Customer Scott Ricker sent an email (3/1/12) to Dave Stanley, Field Supervisor, thanking the District's field crew (Nick Palmer, Tony Arthur, Keith Coburn) for the super job they did upgrading his water service.

Kathleen Quong-Vermeire

- ◆ Kathleen received a Certificate of Achievement for successfully completing "Amateur Radio Emergency Communicator" training from Auxiliary Communications Emergency Solutions on March 6, 2012.



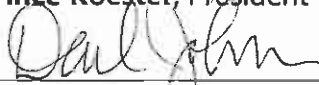
**Highline Water District
Regular Board Meeting Minutes
March 7, 2012**

There being no further business of the District, President Koester concluded the meeting at 9:58 AM.


BOARD OF COMMISSIONERS



Vince Koester, President



Daniel Johnson, Secretary



Gerald R. Guite, Commissioner



George Landon, Commissioner



Kathleen Quong-Vermeire, Commissioner