



Highline Water District Workshop Meeting Minutes April 24, 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 9:06 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:	April 18, 2012 Regular Meeting				
WARRANTS					
Fund Name	Fund No.	Scheduled Payment Date	Voucher Numbers	TOTAL AMOUNT	
Maintenance	09-075-0010	04/30/12	15250 - 15274	\$ 38,419.83	
Construction	09-075-0030	04/30/12	901377 - 901379	\$ 104,109.65	
ELECTRONIC TRANSFER FUNDS					
Description	Fund No.	Period Ending	EFT Transfer Date	AMOUNT	
Dept of Revenue – B&O Tax	09-075-0010	03/31/12	04/26/12	\$ 53,648.77	
CONSENT AGENDA RESOLUTIONS					
Item #	Resolution #	Description			
3.1	12-4-24A	Resolution accepting Developer Extension as Complete (Hampton Inn & Suites)			

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

4. PUBLIC INPUT

No members of the public attended the meeting.

5. RESOLUTIONS/MOTIONS

- ◆ Resolution 12-4-24A authorizing Release of Easement for Caterair International Corporation, King County Recording #9205191270. Commissioner Johnson's motion to approve seconded by Commissioner Landon. After discussion, the motion carried unanimously.



Highline Water District Workshop Meeting Minutes April 24, 2012

5. RESOLUTIONS/MOTIONS

- ◆ Motion 12-4-24(1) authorizing the General Manager to apply for a Public Works Trust Fund Loan (PWTF) of approximately 5.5 million dollars to replace roughly 22,000 LF of AC water main. Commissioner Landon's motion to approve seconded by Commissioner Guite. After discussion, the motion carried unanimously. (Reference Item 7.1)
- ◆ Motion 12-4-24(2) authorizing the General Manager to pay off the remaining loan balances of PWTF Loan #PW-00-691-024 - Project 00-4 Tye Well and Treatment Plant and PWTF Loan #PW-00-691-025 - Project 00-1 Normandy Park Water Main Replacement as follows:

PWTF Loan #PW-00-691-024 -Project 00-4 Tye Well and Treatment Plant: The District will make a supplemental principal payment of \$500,000 in addition to the scheduled principal payment of \$169,941 in 2012 and pay the remaining balance of the loan in 2013 to retire the debt; and

PWTF Loan #PW-00-691-025 - Project 00-1 Normandy Park Water Main Replacements: The District will make an additional principal payment of approximately \$708,533 in 2014 for a total principal payment of \$826,622 to retire the debt in 2014.

Commissioner Landon's motion to approve seconded by Commissioner Guite. After discussion, the motion carried unanimously.

6. 1ST QUARTER FINANCIALS (BUDGET VS. ACTUAL)

Debbie and Matt reviewed the First Quarter Budget vs. Actual and answered questions of the Board.

Due to rising fuel costs, Commissioner Guite asked management to reiterate to the crews to limit idling of District vehicles when practical.

7. PUBLIC WORKS TRUST FUND UPDATE

- 7.1 Proposed 4" and 6" A.C. Water Main Replacements – Matt and Jeremy discussed with the Board the areas in the District with small diameter AC mains (approximately 60 miles) and requested a motion to authorize the General Manager to apply for a 2014/2015 PWTF Loan for approximately 5.5 million dollars to replace roughly 22,000 LF of water main. The District's goal is to replace all AC main in the District over a thirty-year period. The deadline for submitting the loan application is May 11, 2012.

Action Taken: See Motion 12-4-24(1).



Highline Water District Workshop Meeting Minutes April 24, 2012

- 7.2 Proposed Manhattan View (Normandy Park) 4" and 6" AC Water Main Replacement Project – The design for this project will begin in late 2012 with construction in 2013. This project consists of replacing approximately 10,600 LF of main at an estimated cost of 2.8 million dollars. This water main replacement project will be funded out of rates in lieu of a PWTF loan.

8. OTHER

Matt Everett

- ◆ WASWD Update – Matt met with Blair Burroughs, Executive Director, on Friday, April 20th, to discuss the direction of WASWD. Matt said Blair's plans include the following: (1) encourage former members to rejoin WASWD; (2) work with local jurisdictions to eliminate adversarial relations; and (3) reevaluate all expenses at WASWD. Matt informed Blair that the District's Board is opposed to any county or city imposed utility taxes.

Jeremy DelMar

- ◆ Pump Station #5 Demolition – Staff discussed with the Board the removal of the building. The District has hired an asbestos abatement company to remove the windows and the asbestos sealant around the windows. A resolution to authorize the District to demolish the building will go before the Board at the 5/2/12 Regular Board meeting.

There being no further business of the District, President Koester concluded the meeting at 10:09 AM.

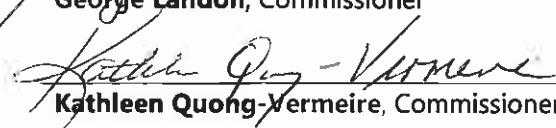
BOARD OF COMMISSIONERS


Vince Koester, President


Daniel Johnson, Secretary


Gerald R. Guite, Commissioner


George Landon, Commissioner


Kathleen Quong-Vermeire, Commissioner