



# Highline Water District Regular Board Meeting Minutes May 16, 2012

ATTENDEES		
<b>COMMISSIONERS</b> Gerald R. Guite Daniel Johnson Vince Koester (arrived @ 4:02 pm) 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, Inslee Best  <b>VISITORS</b>
Strikeouts indicate absence		

### 1. CALL TO ORDER

Secretary Johnson called the meeting to order at 4:01 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:** May 2, 2012 Regular Meeting

WARRANTS				
Fund Name	Fund No.	Scheduled Payment Date	Voucher Numbers	TOTAL AMOUNT
Maintenance	09-075-0010	05/11/12	15298	\$ 4,416.08
Maintenance	09-075-0010	05/21/12	15299 - 15348	\$ 441,715.37
Construction	09-075-0030	05/21/12	901381 - 901384	\$ 231,721.19

ELECTRONIC TRANSFER FUNDS				
Description	Fund No.	Period Ending	EFT Transfer Date	TOTAL AMOUNT
Payroll Tax	09-075-0010	05/11/12	05/23/12	\$ 20,592.75
Direct Deposit – Payroll (KC-PAY47)	09-075-0010	05/11/12	05/18/12	\$ 60,218.01
Dept of Retirement	09-075-0010	05/11/12	06/15/12	\$ 9,526.46
Dept of Retirement – Deferred Compensation	09-075-0010	05/11/12	05/18/12	\$ 2,768.00
Health Equity (KC-BEN96)	09-075-0010	05/11/12	05/18/12	\$ 189.00
HRA-VEBA (KC-BEN60)	09-075-0010	05/11/12	05/18/12	\$ 2,073.50

### CONSENT AGENDA RESOLUTIONS

Item #	Resolution #	Description
3.1	12-5-16A	Resolution accepting developer extension as complete (Star Lake East – Schneider Homes)

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 12-5-16A accepting developer extension as complete (Star Lake East – Schneider Homes). Approved under Consent Agenda (Item 3.1).

Resolution 12-5-16B authorizing participation in an intergovernmental Cooperative Purchasing Agreement with the City of Seattle. Commissioner Johnson's motion to approve seconded by Commissioner Landon. After discussion, the motion carried unanimously.

Motion 12-5-16(1) authorizing the purchase of a Peterbilt Medium Duty Model 348 Cab and Chassis through the Washington State Purchasing Cooperative for \$94,362.00 plus tax and applicable fees. Commissioner Landon's motion to approve seconded by Commissioner Johnson. After discussion, the motion carried 4 to 1 with Commissioner Guite voting no. The Board had previously approved \$130,000 for the purchase of a 10-yard dump truck (including dump box) as part of the 2012 District Budget.

Motion 12-5-16(2) to cancel the Regular Board Meeting scheduled on July 4, 2012 (District Holiday) and schedule a Special Meeting for Monday, July 2, 2012 at 9:00 am. Commissioner Landon's motion to approve seconded by Commissioner Johnson. After discussion, the motion carried unanimously. Reference Item 6.3.

Motion 12-5-16(3) authorizing the General Manager to appeal the Fire and Life Safety Notice of Violation (FMZ#1312-19-0000 – HWD Angle Lake Well Building) from the City of SeaTac. On a motion duly made and seconded, the motion carried unanimously. Reference Item 6.4.

Motion 12-5-16(4) authorizing the General Manager on behalf of Highline Water District to contribute \$2,500 plus District staff time for accounting support to the King County Growth Management Planning Council (GMPC), the Regional Water Quality Committee (RWQC) and the Metropolitan Water Pollution Abatement Advisory Committee (MWPAAC). Commissioner Landon's motion to approve seconded by Commissioner Guite. After discussion, the motion carried unanimously. Reference Item 6.5.

#### 6. STAFF/COMMISSIONERS/ATTORNEY

##### Jeremy DelMar

- 6.1 Project 12-1 Military Rd S – S 176<sup>th</sup> St to S 166<sup>th</sup> St Water Main Replacement – Jeremy informed the Board that the consultant for the City of SeaTac has completed 60% of the design for the City's street improvements project. HWD will "piggyback" with SeaTac for a combined infrastructure replacement project and replace approximately 4,400 LF of existing 12-inch and smaller AC water main including associated water appurtenances in conjunction with the City's improvements due to the cost savings associated with participation in the City's project. A resolution to award the design contract to PACE Engineers, Inc. will be on the 5/22/12 Workshop agenda for the Board's consideration.



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- 6.2 Purchase of Dump-Box for New Peterbilt Dump Truck – Jeremy informed the Board that he is preparing the specifications for the truck dump-box, which will be bid out separately from the cab and chassis.

### **Mary Fossos**

- 6.3 Reschedule 7/4/12 Board Meeting – Mary asked the Board for a motion to cancel the 7/4/12 Board meeting (District Holiday) and select the time and date for a Special Meeting. The Board unanimously agreed to cancel the 7/4/12 Board Meeting and schedule a Special Meeting on July 2, 2012 at 9:00 am. Reference Motion 12-5-16(2).

### **Matt Everett**

- 6.4 City of SeaTac – Notice of Violation re: Angle Lake Well Building – The Commissioners were given a copy of the 5/3/12 letter from SeaTac Fire Inspector Varao. The City gave the following two options for protection of chlorine bottles stored in the building: (1) The building needs to be converted to a "H" occupancy with a fire alarm, gas monitoring and sprinkler system; or (2) Build an outside rated structure with a treatment system and weather protection. The City gave a deadline of 5/31/12 to correct the violation. Matt stated that either option would take a year to complete. Matt emailed the Notice of Violation to the District's attorney (John Milne) requesting a legal opinion of what recourse is available to the District. Mr. Milne recommended requesting a motion from the Board to authorize appealing the code enforcement. Reference Motion 12-5-16(3).
- 6.5 Growth Management Planning Council (GMPC) Support – Matt polled the Commissioners to determine how much they would like the District to contribute to the 2012 funding of the GMPC. The Commissioners agreed to \$2,500. Matt asked the Board for a motion to authorize the \$2,500 contribution. Reference Motion 12-5-16(4).
- 6.6 Washington's Water/Wastewater Agency Response Network - WA WARN is now a committee of the PNWS-AWWA. The individual state WARN's will need a host for their respective websites.
- 6.7 PNWS-AWWA Conference – Matt commented on a class he attended regarding the new generation of automated meter reading. A "fixed-based" system requires antennas to be located at tank sites and would send the meter readings to the District. If the District were to consider implementing a "fixed-based" system in the future, the existing MXUs would need to be replaced with compatible components.

### **Commissioner Jerry Guite**

- 6.8 Jerry expressed his opposition of any joint utility operations and utility taxes imposed by cities or counties on special purpose districts.

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

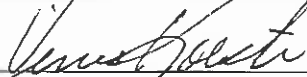
- 6.9 Kathleen and Matt will draft a letter to the Tukwila Fire Department to thank them for sponsoring the Citizens Emergency Response Team (CERT) classes.



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There being no further business of the District, President Koester concluded the meeting at 4:45 PM.

**BOARD OF COMMISSIONERS**



**Vince Koester**, President

**Daniel Johnson**, Secretary



**Gerald R. Guite**, Commissioner



**George Landon**, Commissioner



**Kathleen Quong-Vermeire**, Commissioner