



# Highline Water District Workshop Meeting Minutes May 22, 2012

ATTENDEES		
<b>COMMISSIONERS</b> Gerald R. Guite Daniel Johnson (arrived @ 9:22 am) 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, InSlee Best  <b>VISITORS</b>
<b>Strikeouts indicate absence</b>		

## 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.*

<b>Minutes:</b>	May 16, 2012 Regular Meeting				
WARRANTS					
Fund Name	Fund No.	Scheduled Payment Date	Voucher Numbers	TOTAL AMOUNT	
Maintenance	09-075-0010	05/25/12	15349 - 15372	\$ 231,835.19	
Construction	09-075-0030	05/25/12	901385	\$ 290.00	
ELECTRONIC TRANSFER FUNDS					
Description	Fund No.	Period Ending	EFT Transfer Date	AMOUNT	
Dept of Revenue – B&O Taxes	09-075-0010	04/30/12	05/29/12	\$ 50,300.37	
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.

## 4. PUBLIC INPUT

No members of the public attended the meeting.



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### 5. RESOLUTIONS/MOTIONS

- Resolution 12-5-22A awarding design contract #12-60-08 to PACE Engineers, Inc. for Project 12-1 Military Rd S (S 176th St to S 166th St) Water Main Replacement. Commissioner Landon's motion to approve seconded by Commissioner Quong-Vermeire. After discussion, the motion carried unanimously.

### 6. MANHATTAN AREA A.C. WATER MAIN REPLACEMENT C.I.P. - DISCUSSION

Matt and Jeremy updated the Board as follows:

- In lieu of constructing the 630 Zone Pump Station & Distribution Project in 2013/2014, Matt and Jeremy recommended replacing the 630 Zone project with the Manhattan Area AC Water Main Replacement project. The 630 Zone project was to support the Pacific Ridge Development, which is now on hold due to the current economic conditions.
- The Manhattan area project is a higher priority and consists of replacing approximately 10,600 LF of small diameter AC main located in a high-pressure zone.
- The estimated cost of \$2,650,000 will be paid through rates.
- District staff will reevaluate the necessity of the 630 Zone Pump Station & Distribution Project when preparing the 2014 Water System Comprehensive Plan.

### 7. MCMICKEN HEIGHTS TREATMENT PLANT UPDATE

Jeremy updated the Board as follows:

- Contractor experienced delays with suppliers meeting obligations.
- Contract completion date is May 31, 2012. Jeremy estimated project completion by June 30, 2012.
- A construction meeting is scheduled this Thursday (5/24/12) to discuss a revised completion schedule.
- Staff will be working with the Department of Health to finalize source approval for the well.
- Upon completion of the project, the Board agreed for an article to be published in the Highline Times and the District's newsletter describing the project and the benefits to the ratepayers.

### 8. OTHER

#### Matt Everett

- WASWD Meeting (5/21/12):
  - Office Building Lease Expiring end of 2012. The consensus was to keep location of WASWD Headquarters within a ten-minute commute from SeaTac Airport. Commissioner Guite is on the Committee to select WASWD's new headquarters.



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**8. OTHER**

- Blair Burroughs, Executive Director, would like to schedule a one-day retreat with the WASWD Board to discuss the goals and strategies for WASWD sometime in June or July.
- WASWD Section IV Meeting (5/21/12):
  - Shad Burcham, Operations Duty Officer, King County Office of Emergency Management, gave a briefing on the Emergency Coordinating Center and announced his retirement, effective June 29, 2012. Shad's interim replacement will be Timothy Doyle.
  - The next Section IV Monthly Meeting scheduled for June 18, 2012 (5:00-8:00 PM) will be held at the Lakota WWTP/Lakehaven Utility District.

**Commissioner Vince Koester**

- Vince commented that Puget Sound Energy (PSE) plans development at the Des Moines Creek Business Park for its regional operations center.

There being no further business of the District, President Koester concluded the meeting at 9:34 AM.

**BOARD OF COMMISSIONERS**

  
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**Vince Koester**, President

  
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**Daniel Johnson**, Secretary

  
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**Gerald R. Guite**, Commissioner

  
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**George Landon**, Commissioner

  
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**Kathleen Quong-Vermeire**, Commissioner