



Highline Water District Special Board Meeting Minutes July 2, 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 Vac 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 9:00 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:	June 20, 2012 Regular Meeting			
WARRANTS				
Fund Name	Fund No.	Scheduled Payment Date	Voucher Numbers	TOTAL AMOUNT
Maintenance	09-075-0010	07/09/12	15457 - 15487	\$ 83,004.68
Construction	09-075-0030	07/09/12	901398 - 901401	\$ 3,924.36
Maintenance - Payroll	09-075-0010	06/29/12	302410 -	\$ 441.02
ELECTRONIC TRANSFER FUNDS				
Description	Fund No.	Period Ending	EFT Transfer Date	AMOUNT
Payroll Tax	09-075-0010	06/22/12	07/03/12	\$ 23,022.54
Direct Deposit - Payroll (KC-PAY47)	09-075-0010	06/22/12	06/29/12	\$ 67,676.57
Dept of Retirement	09-075-0010	06/22/12	07/13/12	\$ 10,226.81
Dept of Revenue - B&O Tax	09-075-0010	05/31/12	06/26/12	\$ 57,472.19
Dept of Labor & Industries	09-075-0010	06/30/12	07/30/12	\$ 15,522.41
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.



**Highline Water District
Special Board Meeting Minutes
July 2, 2012**

5. RESOLUTIONS/MOTIONS

- 5.1 Resolution 12-7-2A authorizing maintenance contract #12-50-07 with AA Asphalt, Inc. for Small Site and Concrete Patching Repair Work. Commissioner Guite's motion to approve seconded by Commissioner Landon. After discussion, the motion carried unanimously.

6. STAFF/COMMISSIONERS/ATTORNEY

Jeremy DelMar

- 6.1 Project 07-2 McMicken Heights Well & Treatment Plant Update – Jeremy informed the Board that the start-up process is ongoing. The bacteriological test results were satisfactory. The treatment plant is expected to be fully-operational by the end of July.

Matt Everett

- 6.2 Email (6/29/12) from Daryl Tapio, Olympic Development – Re: Water Meter Fees
Staff distributed a copy of Mr. Tapio's email to the Board for reference. Mr. Tapio submitted a third public records request. The District will respond to Mr. Tapio in accordance with RCW 42.56 Public Records Act. Matt said he would ask the District's legal counsel to review Mr. Tapio's request for public records to ensure compliance with RCW 42.56.

Commissioner Guite

- 6.3 Property of Former Pump Station #5 – Commissioner Guite asked staff to place "no-parking" and "no trespassing" signs on the property to reduce the District's liability. Jeremy said he would research a permanent cost effective solution to eliminate unauthorized access to the site. Jeremy will report his recommendations to the Board at a future meeting.

There being no further business of the District, President Koester concluded the meeting at 9:22 AM.

BOARD OF COMMISSIONERS



Vince Koester, President



Daniel Johnson, Secretary



Gerald R. Guite, Commissioner



George Landon, Commissioner



Kathleen Quong-Vermeire, Commissioner