



# Highline Water District Workshop Meeting Minutes August 28, 2012

ATTENDEES		
<b>COMMISSIONERS</b> Gerald R. Guite Daniel Johnson 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, Insee Best  <b>VISITORS</b>
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.*

<b>Minutes:</b>	August 15, 2012 Regular Meeting				
WARRANTS					
Fund Name	Fund No.	Scheduled Payment Date	Voucher Numbers	TOTAL AMOUNT	
Maintenance	09-075-0010	09/04/12	15626 - 15655	\$ 163,472.60	
Construction	09-075-0030	09/04/12	901419 - 901420	\$ 20,764.93	
ELECTRONIC TRANSFER FUNDS					
Description	Fund No.	Period Ending	EFT Transfer Date	AMOUNT	
Payroll Tax	09-075-0010	08/17/12	08/29/12	\$ 21,523.66	
Direct Deposit – Payroll (KC-PAY47)	09-075-0010	08/17/12	08/24/12	\$ 63,833.12	
Dept of Retirement	09-075-0010	08/17/12	09/14/12	\$ 10,187.54	
Dept of Retirement – Deferred Compensation	09-075-0010	08/17/12	08/24/12	\$ 2,768.00	
Health Equity (KC-BEN96)	09-075-0010	08/17/12	08/24/12	\$ 189.00	
HRA-VEBA (KC-BEN60)	09-075-0010	08/17/12	08/24/12	\$ 2,073.50	
Dept of Revenue – B&O Tax	09-075-0010	07/31/12	08/28/12	\$ 70,677.97	
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.



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**4. PUBLIC INPUT**

No members of the public attended the meeting.

**5. RESOLUTIONS/MOTIONS**

Resolution 12-8-28A establishing rules governing public inspection and copying of public records. Commissioner Landon's motion to approve seconded by Commissioner Quong-Vermeire. After discussion with legal counsel, the motion carried unanimously.

Resolution 12-8-28B amending Section 6.04.020, Table 4 – Item No. 1 of the Highline Water District Code (HWDC) relating to the copying of public records. Commissioner Landon's motion to approve seconded by Commissioner Quong-Vermeire. After discussion with legal counsel, the motion carried unanimously.

Resolution 12-8-28C authorizing an amendment to Highline Water District Code (HWDC), Chapter 2.12 – Public Records and Disclosure to update the district's public records policies. Commissioner Landon's motion to approve seconded by Commissioner Quong-Vermeire. After discussion with legal counsel, the motion carried unanimously.

Motion 12-8-28(1) authorizing the District's 2013 Medical Insurance Premiums - Employees' Cost-Sharing Option No. 2. Commissioner Guite's motion to authorize Option No. 2 was seconded by Commissioner Johnson. After discussion, the motion carried unanimously. Reference Item No. 6.

Motion 12-8-28(2) authorizing cancellation of the September 19, 2012 Board meeting due to scheduling conflict with the WASWD Fall Conference & Trade Show. Commissioner Johnson's motion to approve seconded by Commissioner Guite. After discussion, the motion carried unanimously.

**6. 2013 HEALTH INSURANCE PREMIUMS DISCUSSION**

Matt discussed with the Board proposed rate increases by the Washington State Health Authority (HCA) for 2013. Matt distributed HCA plans which include an average increase to District rates by approximately 4.66%. Matt proposed two employee cost sharing alternatives to the Board for their consideration.

The Board elected Option 2 which would increase District cost by approximately 3%.  
Action Taken: Reference Motion 12-8-28(1).



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**7. OTHER**

**Jeremy DelMar**

- 6.1 Project 11-1B North Hill Tank Interior & Exterior Painting – Jeremy said the contractor is expected to complete the tank painting by the end of the week. The contractor will dismantle the scaffolding next week and then move operations to the Star Lake Tank to begin prep work for painting the tank's interior. Jeremy asked the Board to let him know if they were interested in a tour of the North Hill tank's interior.

**Commissioner Dan Johnson**

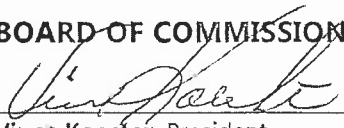
- 6.2 Commissioner Johnson commented that he spoke to a member of the Des Moines Police Department regarding the proper disposal of prescription drugs. The City of Des Moines has a website ([www.desmoineswa.gov/drugdisposal](http://www.desmoineswa.gov/drugdisposal)) with links to additional information and resources about proper prescription drug disposal.

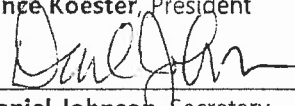
**Matt Everett**

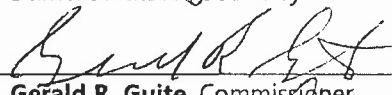
- 6.3 8/20/12 WASWD Board Meeting – Matt attended the meeting which was held at the WASWD Office. Matt said the proposed bylaws were discussed but no action was taken.

There being no further business of the District, President Koester concluded the meeting at 10:07 AM.

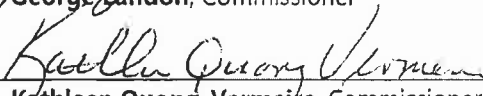
**BOARD OF COMMISSIONERS**

  
\_\_\_\_\_  
Vince Koester, President

  
\_\_\_\_\_  
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