



Highline Water District Regular Board Meeting Minutes March 2, 2011

ATTENDEES		
COMMISSIONERS Gerald R. Guite Daniel Johnson Vince Koester George Landon Kathleen Quong-Vermeire	HWD STAFF Matt Everett, General Mgr. Jeremy DelMar, Eng/Ops Mgr. Debra Prior, Administrative Mgr. Mary Fossos, Proj. Coordinator., CIPs	HWD ATTORNEY(S) John Milne VISITORS
Strikeouts indicate absence		

1. CALL TO ORDER

President Guite called the meeting to order at 9:00 a.m.

2. APPROVE AGENDA

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

3. CONSENT AGENDA

Minutes: February 16, 2011 Regular Meeting; February 22, 2011 Workshop Meeting

Fund Name	Fund No.	Warrant Date	Vouchers		AMOUNT
Maintenance	09-075-0010	03/08/11	13825	- 13875	\$ 97,784.35
Construction	09-075-3030	03/08/11	901247	- 901249	\$ 7,713.93

Fund Name	Fund No.	Period Ending	EFT Transfer Date	AMOUNT
Payroll Tax	09-075-0010	02/18/11	03/02/11	\$ 21,610.33
Direct Deposit - Payroll	09-075-0010	02/18/11	02/25/11	\$ 63,157.88
Dept of Retirement	09-075-0010	02/18/11	03/15/11	\$ 7,910.93
Dept of Retirement – Deferred Compensation	09-075-0010	02/18/11	02/25/11	\$ 2,953.00
HRA - VEBA	09-075-0010	02/18/11	02/25/11	\$ 1,993.50
Dept of Revenue-B&O Tax	09-075-0010	01/31/11	02/25/11	\$ 51,887.79

CONSENT AGENDA RESOLUTIONS

Item #	Resolution #	Description
NONE		

Commissioner Koester'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 11-3-2A authorizing the purchase of a One-Ton Cab and Chassis from Auburn Chevrolet. Commissioner Johnson's motion to approve seconded by Commissioner Landon. After discussion, the motion carried unanimously.
- ◆ Resolution 11-3-2B approving Change Order No. 2 (C.D. Construction and Management, Inc.) for Project 10-3 HWD Headquarters Roof Repair/Office Remodel. Commissioner Koester's motion to approve seconded by Commissioner Johnson. After discussion, the motion carried unanimously.



Highline Water District Regular Board Meeting Minutes March 2, 2011

5. RESOLUTIONS/MOTIONS

- ◆ Resolution 11-3-2C authorizing granting an easement to King County Water District No. 54 for the purpose of relocating an intertie on Highline Water District property (Pump Station 5 site). Commissioner Koester's motion to approve seconded by Commissioner Landon. After discussion, the motion carried unanimously.

6. STAFF/COMMISSIONERS/ATTORNEY

Jeremy DelMar

- ◆ Project 10-2 360 Zone PRVS/Orillia Rd Water Main Extension – District staff received a proposal from the contractor (Titan Earthworks) to install one fire hydrant on the west side of Orillia Road per the request of the City of Tukwila and King County Fire District No. 24 (KCFD 24). Staff will bring a resolution for a change order to the Board at the 3/16/11 Board Meeting. KCFD 24 will reimburse Highline for all costs associated with the hydrant installation. Highline will require a full deposit of costs and bring a resolution to the Board at the 3/16/11 Board Meeting authorizing a fire hydrant agreement with KCFD 24.
- ◆ Personnel Achievements – Shane Heflen has satisfactorily completed his 90-day probation period in his new position as a Treatment/Scada Operator and Todd Smith, Treatment/Scada Operator, passed the Water Treatment Plant Operator (WTPO) Level 2 Exam.
- ◆ 16th Ave S & S 228th St Road Repair – District staff solicited bids from asphalt companies via the MRSC Small Works Roster to repair the roadway damaged by the main break that occurred on 12/1/2010. The bids are due March 15th. The City of Des Moines is requiring an 8" bed of crushed rock and 6" of asphalt. Staff will bring a resolution to award the contract to the low bidder at the 3/16/11 Board meeting.

Debbie Prior

- ◆ HWD New Storage Room – Debbie, Matt and Jeremy will visit Northshore Utility District to see their mobile storage shelving system and determine if it would be a potential option for Highline. Debbie said \$30,000 has been budgeted.

Vince Koester

- ◆ Commissioner Koester will be on vacation the week of March 14th and will not attend the 3/16/11 Board meeting.

Jerry Guite

- ◆ King Conservation District (KCD) 2011 Election - Commissioner Guite informed the Board and staff that the KCD is holding a public election for the Board of Supervisor position #2. The website for online voting is www.kingcd.org.
- ◆ Normandy Park Public Hearing (3/3/11 @ 6:30 pm) on Redevelopment of Manhattan Area – Commissioners' Guite and Quong-Vermeire plan to attend the meeting.
- ◆ Commissioner Guite commented on a Seattle Times article regarding population trends noted in the 2010 Census. There are a few areas within the District's service boundaries where population has declined.



Highline Water District Regular Board Meeting Minutes March 2, 2011

Matt Everett

Matt commented on the following items from the 03/02/11 General Manager's Report:

- ◆ Project SW10-3 S 223rd Culvert Replacement – Matt informed the Board that the District would need to enter into an Interlocal Agreement with the City of Des Moines (lead agency) for this project. A resolution to authorize an interlocal agreement will be presented to the Board at a future meeting.
- ◆ WETRC Management Course – Matt informed the Board that he was asked to teach a three-day class on water district management. Matt said he would take three days vacation to teach the class. The Board had no objections.
- ◆ WASWD 2011 Spring Conference & Trade Show (April 28, 2011 – April 29, 2011, Three Rivers Convention Center, Kennewick, WA) – Matt confirmed that all of the Commissioners will be attending the conference.

There being no further business of the District, President Guite concluded the meeting at 9:39 AM.

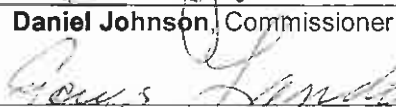
BOARD OF COMMISSIONERS



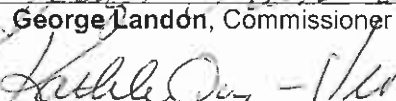
Gerald R. Guite, President




Vince Koester, Secretary



Daniel Johnson, Commissioner



George Landon, Commissioner



Kathleen Quong-Vermeire, Commissioner