



Highline Water District Regular Meeting Minutes August 17, 2011

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

1. CALL TO ORDER

President Guite called the meeting to order at 4:00 p.m.

2. APPROVE AGENDA

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

3. CONSENT AGENDA

Minutes: August 3, 2011 Regular Meeting					
Fund Name	Fund No.	Warrant Date	Vouchers	AMOUNT	
Maintenance	09-075-0010	08/15/11	14413 -	\$ 2,235.66	
Maintenance	09-075-0010	08/23/11	14414 - 14461	\$ 581,274.62	
Construction	09-075-3030	08/23/11	901302 - 901309	\$ 26,923.48	
Maintenance - Payroll	09-075-0010	08/10/11	302374 -	\$ 20,303.14	
Maintenance - Payroll	09-075-0010	08/12/11	302375 -	\$ 657.61	
Fund Name	Fund No.	Period Ending	EFT Transfer Date	AMOUNT	
Payroll Tax	09-075-0010	08/05/11	08/17/11	\$ 38,523.55	
Direct Deposit - Payroll	09-075-0010	08/05/11	08/12/11	\$ 73,554.93	
Dept of Retirement	09-075-0010	08/05/11	09/15/11	\$ 9,967.95	
Dept of Retirement - Deferred Compensation	09-075-0010	08/05/11	08/12/11	\$ 2,958.00	
HRA -VEBA	09-075-0010	08/05/11	08/12/11	\$ 1,993.50	
CONSENT AGENDA RESOLUTIONS					
Item #	Resolution #	Description			
NONE					

Commissioner Landon's motion to approve the Consent Agenda as presented seconded by Commissioner Quong-Vermeire. The motion carried unanimously.

4. PUBLIC INPUT

No members of the public attended the meeting.



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5. RESOLUTIONS/MOTIONS

Resolution 11-8-17A accepting as complete Project 10-3 HWD Headquarters Roof Repair/Office Remodel. Commissioner Landon's motion to approve seconded by Commissioner Quong-Vermeire. After discussion, the motion carried unanimously.

Resolution 11-8-17B commending employee (Nick Palmer) for five years of service with the District. Commissioner Johnson's motion to approve seconded by Commissioner Landon. After discussion, the motion carried unanimously.

Resolution 11-8-17C commending employee (Howard Pom) for five years of service with the District. Commissioner Johnson's motion to approve seconded by Commissioner Koester. After discussion, the motion carried unanimously.

Resolution 11-8-17D authorizing amendment to HWDC Chapter 6.04 – Rates, to add a section regarding charging for removal of water service at the request of property owner. Commissioner Landon's motion to approve seconded by Commissioner Quong-Vermeire. After discussion, the motion carried unanimously.

6. OTHER

Matt Everett

- ◆ HWDC 2.08.015- General Manager Duties, Section 1B – Matt proposed the following revision to the District's Code Book for the Board's consideration.

1B. The General Manager or designee has the authority to negotiate construction project revisions ~~up to 5% of the contract amount, but~~ cumulatively not to exceeding \$15,000. Any contract changes over \$15,000 must be approved by the Board of Commissioners. When such negotiations are made by the General Manager or designee, the Board shall be notified in writing. (Res. 04-11-3D). See also HWDC 10.02.022(B).

Staff plans to bring a resolution to the Board at a future meeting.

- ◆ 2013 P WTF Loan Application – Matt informed the Board that the District's application was rejected due to the General Manager's signature was on a facsimile. Matt attended the Public Works Board (PWB) meeting on 8/9/11 to appeal the rejection. Susan Boyd (PACE Engineers) who prepared the loan application and manually signed said document, also attended the meeting. Matt addressed the PWB and referenced in his letter to the PWB that the Washington Electronic Authentication Act, Chapter 19.34 of the Revised Code of Washington (RCW) provides guidelines for electronica and digital signatures "to ensure that electronic signatures are not denied legal recognition solely because they are in electronic form."



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The PWB agreed to accept Highline's PWTf loan application and plan to change its current policy to accept facsimile signatures. Matt informed the Board that \$125 million is available for loans and a total of \$185 million in loan requests have been received by the PWB.

Jeremy DelMar

- ◆ Project 06-1 Southcenter Parkway Extension – The first segment of water main installation (approximately 2,500 LF) from S 180th Street to Segale Park Drive C is complete.
- ◆ Project 07-2 McMicken Heights Well & Treatment Plant – McClure & Sons excavated for the backwash tank. The contractor will form walls of the backwash tank over the next several weeks. The concrete slab will be poured in September. The District is waiting for an appraisal on property adjacent to the treatment plant site.
- ◆ AT & T Site Lease @ Bow Lake Tank Site – Jeremy informed the Board that AT & T wants to add three (3) additional antennas on the tank. District staff will prepare a draft modification to the lease agreement for a future Board meeting.
- ◆ Leak Detection Presentation – Dan Sleeth, Preventive Maintenance Lead, will give a presentation @ the 8/23/11 Board Workshop meeting.
- ◆ Project 06-1 Southcenter Pkwy Ext – The U.S. Army Corps of Engineers is requiring the proposed water main to be installed in a casing under their levy. The road will be constructed above the levy and the water main will be installed 10' to 12' below the surface. The District will negotiate the costs with the general contractor (Scarsella).

Debbie Prior

- ◆ Vehicle Surplus – Debbie informed the Board that bidding was extended for two more days until 8/19/11.
- ◆ Mobile Storage System – The system is installed and staff is organizing the documents.
- ◆ Mileage Rate – Debbie informed the Board that the IRS increased the mileage rate from .51 to 55.5 cents per mile. The District uses the state rate (Office of Financial Management) which will remain at 51 cents per mile for the remainder of the year.
- ◆ Employee Recognition Luncheon – 9/1/11 @ 12:00 PM – Debbie invited the Commissioners to the luncheon to commend Steve McReynolds for thirty years of service with the District.



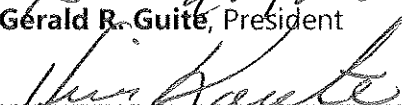
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There being no further business of the District, President Guite concluded the meeting at 4:42 p.m.

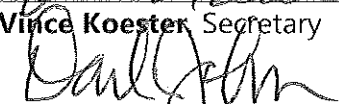
BOARD OF COMMISSIONERS



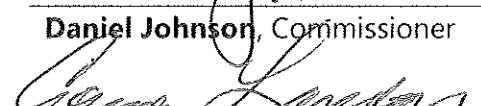
Gerald R. Guite, President



Vince Koester, Secretary



Daniel Johnson, Commissioner



George Landon, Commissioner



Kathleen Quong-Vermeire, Commissioner