



Highline Water District Regular Board Meeting Minutes January 2, 2013

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 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 Johnson's motion to approve the Agenda as presented seconded by Commissioner Quong-Vermeire. 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:	December 19, 2012 Regular Meeting				
WARRANTS					
Fund Name	Fund No.	Scheduled Payment Date	Voucher Numbers	TOTAL AMOUNT	
Maintenance	09-075-0030	01/07/13	16016 - 16049	\$ 125,961.87	
Construction	09-075-0010	01/03/13	901453	\$ 1,237,067.44	
Construction	09-075-0010	01/07/13	901454	\$ 31,995.50	
Maintenance - Payroll	09-075-0030	12/28/12	302425	\$ 483.68	
ELECTRONIC FUNDS TRANSFERS					
Description	Fund No.	Period Ending	EFT Transfer Date	TOTAL AMOUNT	
Payroll Tax	09-075-0010	12/21/12	01/02/13	\$ 20,550.03	
Direct Deposit - Payroll (KC-PAY47)	09-075-0010	12/21/12	12/28/12	\$ 64,451.10	
Dept of Retirement	09-075-0010	12/21/12	01/15/13	\$ 10,258.73	
Dept of Retirement - Deferred Compensation	09-075-0010	12/21/12	12/28/12	\$ 2,793.00	
Health Equity (KC-BEN96)	09-075-0010	12/21/12	12/28/12	\$ 189.00	
HRA VEBA (KC-BEN60)	09-075-0010	12/21/12	12/28/12	\$ 2,073.50	
Dept of Revenue - B&O Tax	09-075-0010	11/30/12	12/27/12	\$ 58,438.81	
CONSENT AGENDA RESOLUTIONS					
Item #	Resolution #	Description			
NONE					

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



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4. PUBLIC INPUT

No members of the public attended the meeting.

5. RESOLUTIONS/MOTIONS

Resolution 13-1-2A electing the President of the Board of Commissioners. Commissioner Landon's motion nominating Daniel Johnson to serve as President of the Board in 2013 seconded by Commissioner Guite. After discussion, the motion carried unanimously.

Resolution 13-1-2B electing the Secretary of the Board of Commissioners. Commissioner Landon's motion nominating Kathleen Quong-Vermeire to serve as Secretary of the Board in 2013 seconded by Commissioner Guite. After discussion, the motion carried unanimously.

Resolution 13-1-2C Resolution accepting as complete Construction Contract #11-70-06 with S & K Painting, Inc. for Project 11-1 Star Lake Tank Interior Painting (Sch A) and North Hill Tank Interior & Exterior Painting (Sch B). Commissioner Koester's motion to approve seconded by Commissioner Landon. After discussion, the motion carried unanimously.

6. STAFF/COMMISSIONERS/ATTORNEY

Daniel Johnson

- 6.1 Newly elected Board President Daniel Johnson presented Commissioner Koester with a plaque commending his service as the 2012 Board President.

Jeremy DelMar

- 6.2 Project 13-2 DMTP Onsite Hypochlorite Generation System – The District requested a scope of services and budget from RH2 Engineering for the design of the project. A resolution to authorize a design contract with RH2 Engineering will be presented at the 1/16/13 Board meeting.

Matt Everett

- 6.3 District Holiday Party (12/21/12) – At the District's Holiday Party, service awards were given to the following employees: (1) Sandi DeChon and Shane Heflen received certificates for perfect attendance (no sick leave used); (2) Teya Hillerman and Mary Fossos received certificates for near perfect attendance (less than eight hours sick leave used); and (3) Mary Fossos was awarded Employee of the Year.

Employee Fund Raising – District employees held a canned food drive and a silent auction. The total proceeds of \$910.00 were donated to the Des Moines Food Bank. The District also participated in a toy drive in support of Toys for Tots.



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There being no further business of the District, President Johnson concluded the meeting at 9:21 a.m.

BOARD OF COMMISSIONERS

Daniel Johnson, President

Kathleen Quong-Vermeire, Secretary

Gerald R. Guite, Commissioner

Vince Koester, Commissioner

George Landon, Commissioner