



# Highline Water District Regular Board Meeting Minutes January 16, 2013

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, Inslee Best  <b>VISITORS</b> Haji Adams, Assistant State Auditor Alphonso Melton, Assistant Audit Manager
<b>Strikeouts indicate absence</b>		

**1. CALL TO ORDER**

President Johnson called the meeting to order at 4:00 p.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:		January 2, 2013 Regular Meeting			
WARRANTS					
Fund Name	Fund No.	Scheduled Payment Date	Voucher Numbers		TOTAL AMOUNT
Maintenance	09-075-0030	01/18/13	16051 - 16089		\$ 343,684.42
Construction	09-075-0010	01/03/13	901455 - 901460		\$ 51,748.92
ELECTRONIC FUNDS TRANSFERS					
Description	Fund No.	Period Ending	EFT Transfer Date	TOTAL AMOUNT	
Payroll Tax	09-075-0010	01/04/13	01/16/13	\$ 23,664.81	
Direct Deposit – Payroll (KC-PAY47)	09-075-0010	01/04/13	01/11/13	\$ 62,560.44	
Dept of Retirement	09-075-0010	01/04/13	02/15/13	\$ 10,511.12	
Dept of Retirement - Deferred Compensation	09-075-0010	01/04/13	01/11/13	\$ 2,799.20	
Health Equity (KC-BEN96)	09-075-0010	01/04/13	01/11/13	\$ 187.00	
Health Equity (KC-BEN96)	09-075-0010	01/04/13	01/11/13	\$ 73.40	
Health Equity (KC-BEN96)	09-075-0010	01/04/13	01/11/13	\$ 37.00	
HRA VEBA (KC-BEN60)	09-075-0010	01/04/13	01/11/13	\$ 2,160.50	
Dept of Labor & Industries (L&I)	09-075-0010	12/31/12	01/30/13	\$ 15,943.78	
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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### 3A. EXIT CONFERENCE – WASHINGTON STATE AUDITOR

Haji Adams, Assistant State Auditor and Alphonso Melton, Assistant Audit Manager were in attendance. Mr. Melton distributed drafts copies of the Financial Statements Audit Report and the Accountability Audit Report. Mr. Melton gave a PowerPoint presentation discussing the following items: • Accountability Audit Report; • Financial Statements Audit Report and other required communications; • Report publication; • Audit Cost Analysis; • Next scheduled audit; and Customer Service Survey. Mr. Adams was pleased to report that the District's audit was clean with no findings, management letter, or recommendations. The State Auditor will issue a final Accountability Audit Report and a Financial Statements Audit Report to the District in January or February 2013. Mr. Melton thanked management and staff for all their assistance during the audit.

### 4. PUBLIC INPUT

No members of the public attended the meeting.

### 5. RESOLUTIONS/MOTIONS

Resolution 13-1-16A authorizing design contract #13-60-01 with RH2 Engineering, Inc. for Project 13-2 Des Moines Treatment Plant On-Site Sodium Hypochlorite Generation. Commissioner Koester's motion to approve seconded by Commissioner Guite. After discussion, the motion carried unanimously.

### 6. STAFF/COMMISSIONERS/ATTORNEY

#### Jeremy DelMar

- 6.1 Project 07-2 McMicken Heights Well and Treatment Plant – The District's attorney is finalizing the settlement agreement between the District and the contractor. A resolution to authorized the agreement will hopefully be presented at the January Workshop meeting or sometime in February.

#### Debbie Prior

- 6.2 New Mileage Rate – The maximum state mileage rate reimbursement is 56.5 cents per mile effective January 1 to December 31, 2013.
- 6.3 King County Investment Pool (Impaired Investments) – The District received payment of \$3,346.94 from main sale of impaired investment. The District's realized loss is \$4,976.25.

#### Matt Everett

- 6.4 2012 Water Supply vs. Water Sales – 2012 water sales were slightly higher (+16,000 ccf) than in 2011. The unaccounted for water loss was at 8.1%.
- 6.5 Interlocal Agreement (ILA) Extension w/City of Des Moines (North Hill Water Tower Park) – The City of Des Moines would like to extend the ILA with the District for use of the District's property. The current agreement expires in June 2013. A resolution to authorize the ILA will be presented to the Board in February.



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**6. STAFF/COMMISSIONERS/ATTORNEY**

- 6.6 WA WARN Update – Matt and Secretary Quong-Vermeire participated in a conference call with Dave Brown, Chair, WA WARN, and others. The District was assigned the task of updating the contact list. Matt was informed that SPU may have a staff person that could assist with developing and hosting the WA WARN website.
- 6.7 2014 PWTf Loan Update – The District applied for a \$5.5 million construction loan to replace miscellaneous AC water main. The District's application was removed from the "accepted list" when Governor Gregoire reduced the amount of funds available in the state budget from \$500 million to \$350 million. Matt will update the Board on the status of the District's application after the new governor and legislature present budget drafts.
- 6.8 1/28/13 WASWD Board Meeting at Highline Water District (1:00 pm to 3:00 pm) – Matt informed the Commissioners that Highline will host the WASWD Board meeting.

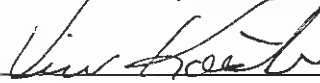
There being no further business of the District, President Johnson concluded the meeting at 4:55 p.m.

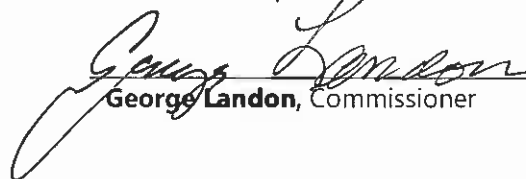
**BOARD OF COMMISSIONERS**

  
\_\_\_\_\_  
**Daniel Johnson**, President

  
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**Kathleen Quong-Vermeire**, Secretary

  
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**Gerald R. Guite**, Commissioner

  
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**Vince Koester**, Commissioner

  
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**George Landon**, Commissioner