



# Highline Water District Regular Meeting Minutes February 20, 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>
Strikeouts indicate absence		

**1. CALL TO ORDER**

President Johnson 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 Guite. 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>	February 6, 2013 Regular Meeting				
WARRANTS					
Fund Name	Fund No.	Warrant Date	Vouchers		AMOUNT
Maintenance	09-075-0030	02/21/13	16162	-	16223
Construction	09-075-0010	02/21/13	901465	-	901468
					\$ 428,402.91
					\$ 107,602.24
ELECTRONIC TRANSFER FUNDS					
Fund Name	Fund No.	Period Ending	EFT Transfer Date		AMOUNT
Payroll Tax	09-075-0010	02/15/13	02/27/13		\$ 23,838.09
Direct Deposit – Payroll (KC-PAY47)	09-075-0010	02/15/13	02/22/13		\$ 62,768.74
Dept of Retirement	09-075-0010	02/15/13	03/15/13		\$ 10,492.91
Dept of Retirement - Deferred Compensation	09-075-0010	02/15/13	02/22/13		\$ 2,799.00
Health Equity (KC-BEN96)	09-075-0010	02/15/13	02/22/13		\$ 187.00
Health Equity (KC-BEN105)	09-075-0010	02/15/13	02/22/13		\$ 73.40
Health Equity (KC-BEN106)	09-075-0010	02/15/13	02/22/13		\$ 37.00
HRA VEBA (KC-BEN60)	09-075-0010	02/15/13	02/22/13		\$ 2,160.50
CONSENT AGENDA RESOLUTIONS					
Item #	Resolution #	Description			
NONE					

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

**4. PUBLIC INPUT**

No members of the public attended the meeting.



## Highline Water District Regular Meeting Minutes February 20, 2013

### 5. RESOLUTIONS/MOTIONS

Resolution 13-2-20A authorizing Highline Water District to actively participate in the Regional Multi-Hazard Mitigation Plan of King County. Commissioner Landon's motion to approve seconded by Commissioner Guite. After discussion, the motion carried unanimously.

Resolution 13-2-20B commending employee (Shane Heflen) for twenty years of service with the District. Commissioner Koester's motion to approve seconded by Commissioner Landon. After discussion, the motion carried unanimously.

### 6. STAFF/COMMISSIONERS/ATTORNEY

#### Jeremy DelMar

6.1 2013/2014 Remote Sites Landscape Maintenance – Staff sent request for proposals to contractors on the MRSC Small Works Roster. The proposals are due on 2/28/13. A resolution to award the contract will be presented at the 3/6/13 Board meeting.

6.2 2013/2014 HWD Headquarters Landscape Maintenance – Staff is working on the scope of work and will request proposals from contractors on the MRSC Small Works Roster on 3/5/13.

6.3 Project 13-1 Angle Lake Water Main Replacement – An open house for the area residents will be held at the Tye High School cafeteria at 6:00 pm on Tuesday, February 26th. At 7:00 pm, BHC Consultants will give a presentation on the proposed water main alignment and answer questions about the project.

6.4 Project 11-3 City of Des Moines Gateway Project

Segment 1 - 24th Ave S: The District's portion includes the replacement of approximately 2,450 LF of 12" AC water main along 24th Ave S from S 216th St to S 208th St. The District's construction documents will need to be completed by April 2013.

Segment 2 - S 216th St: SCI Construction was awarded contract. The District's portion includes replacement of approximately 750 LF of 12" and small AC water mains at the intersection of 24th Ave S and 20th Ave S along S 216th St. The water main work is scheduled for May 2013.

#### Debbie Prior

6.5 King County 5th Annual Investment Pool Meeting 1/24/13

Debbie attended the meeting and commented on the following items discussed: (1) *4th Quarter 2012 Investment Review* – The portfolio continues to possess high credit quality and a high level of liquidity; (2) *Impaired Investments* – Cheyne litigation trial is scheduled for May 2013; (3) *Economic Outlook for 2013* – Slow growth, however, King County overall is faring better than the nation.

#### Matt Everett

6.6 Public Records Request from Daryl Tapio, Olympic Development – Matt requested clarification from Mr. Tapio's request for all emails sent and received including attachments (1/1/1995 – 2/1/13) from the General Manager. The Board was shown Mr. Tapio's email response dated



## Highline Water District Regular Meeting Minutes February 20, 2013

2/11/13. The District's legal counsel is reviewing the General Manager's emails to comply with Chapter 42.56. RCW – Public Records Act, Section 42.56.070 - Documents and indexes to be made public. The District has determined that there are over 13,000 potentially responsive records to the request. Matt will keep the Board updated on the cost and labor associated with this public records request.

- 6.7 2/5/13 Emergency Repair @ 17415 2nd Ave SW – The main was shut down and five houses were out of service. A full vertical crack was found in the 6" CI main at the footing of a retaining wall. The main was repaired with a stainless steel band and restoration completed. The estimated water loss was 15,000 gallons.
- 6.8 Seattle Water Supply Operating Board – Matt was elected Chair for 2013.

There being no further business of the District, President Johnson concluded the meeting at 4:46 p.m.

### BOARD OF COMMISSIONERS

Daniel Johnson, President

Kathleen Quong-Vermeire, Secretary

Gerald R. Guite, Commissioner

Vince Koester, Commissioner

George Landon, Commissioner