



Highline Water District Regular Meeting Minutes March 6, 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 Strikeouts indicate absence	HWD ATTORNEY(S) John Milne, Inslee Best VISITORS

1. CALL TO ORDER

President Johnson 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

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:	February 20, 2013 Regular Meeting; February 26, 2013 Workshop Meeting				
WARRANTS					
Fund Name	Fund No.	Warrant Date	Vouchers	AMOUNT	
Maintenance	09-075-0030	03/07/13	16224 - 16251	\$	47,492.37
Construction	09-075-0010	03/07/13	901469 - 901471	\$	2,949.11
Maintenance - Payroll	09-075-0030	02/26/13	302427 - 302444	\$	3,851.41
Maintenance - Payroll	09-075-0030	03/08/13	302445 -	\$	627.95
ELECTRONIC TRANSFER FUNDS					
Fund Name	Fund No.	Period Ending	EFT Transfer Date	AMOUNT	
Payroll Tax	09-075-0010	02/20/13	03/01/13	\$	2,304.46
Payroll Tax	09-075-0010	03/01/13	03/13/13	\$	24,734.92
Direct Deposit - Payroll (KC-PAY47)	09-075-0010	03/01/13	03/08/13	\$	64,084.61
Dept of Retirement	09-075-0010	03/01/13	04/15/13	\$	10,573.76
Dept of Retirement - Deferred Compensation	09-075-0010	03/01/13	03/08/13	\$	2,999.00
Health Equity (KC-BEN96)	09-075-0010	03/01/13	03/08/13	\$	187.00
Health Equity (KC-BEN105)	09-075-0010	03/01/13	03/08/13	\$	73.40
Health Equity (KC-BEN106)	09-075-0010	03/01/13	03/08/13	\$	37.00
HRA VEBA (KC-BEN60)	09-075-0010	03/01/13	03/08/13	\$	3,086.50
Dept of Revenue - B&O Tax	09-075-0010	01/31/13	02/26/13	\$	57,291.06
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.



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4. PUBLIC INPUT

No members of the public attended the meeting.

5. RESOLUTIONS/MOTIONS

Resolution 13-3-6A awarding 2013-2014 Landscape Maintenance Contract #13-50-02 to Cascade Landscape Services, Inc. (Pump Stations And Tank Sites). Commissioner Koester's motion to approve seconded by Commissioner Guite. After discussion, the motion carried unanimously.

Resolution 13-3-6B commending employee (Matt Everett) for ten years of service with the District. Commissioner Koester's motion to approve seconded by Commissioner Landon. After discussion, the motion carried unanimously.

Resolution 13-3-6C commending employee (Jerry Cella) for twenty years of service with the District. Commissioner Landon's motion to approve seconded by Commissioner Guite. After discussion, the motion carried unanimously.

Motion 13-3-6(1) – Commissioner Koester's motion to extend the General Manager's employment contract for five years seconded by Commissioner Guite. After discussion, the motion carried unanimously. (Reference Item 6.7)

6. STAFF/COMMISSIONERS/ATTORNEY

John Milne

- 6.1 Fire Hydrant Bill – Milne commented on Substitute House Bill 1512 concerning fire suppression water facilities and services provided by municipal and other water purveyors. Milne stated that the third reading passed the House 97 – 0 and the Senate 45 - 2. Milne will keep the Board and staff updated on the resolution of this bill.
- 6.2 WASWD Spring Conference Workshop – "Determining your Local Facilities Charges & General Facilities Charges". The presentation will focus on the legal, engineering and methodology perspectives. The speakers are: John Milne, Attorney at Law, Inslee, Best, Doezie & Ryder, PS John Gilarducci, Principal, FCS GROUP, Gregory Hill, P.E., President, Roth Hill. Matt Everett, General Manager, Highline Water District, will moderate the discussion.

Jeremy DelMar

- 6.3 Des Moines Gateway Project (24th Ave S, Segment 1) & (S 216th St, Segment 2) – Jeremy stated that now that the City of Des Moines has received federal funding for Segment 1, the District's consultant, PACE Engineers, will need to complete the construction documents by April 2013. Staff will present a resolution at the 3/20/13 Board meeting to authorize a contract amendment with PACE Engineers.
- 6.4 Project 13-1 Angle Lake Water Main Replacement Public Meeting (2/26/13) – Matt, Jeremy, and Dave Stanley attended the Open House. There were approximately 30 residents in attendance.



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6. STAFF/COMMISSIONERS/ATTORNEY

BHC Consultants gave a 45 minute presentation of the proposed water main alignment and answered residents' questions.

Debbie Prior

6.5 NorthStar mCare Service Order Module – Representative of NorthStar trained customer service and field staff this week.

6.6 HWD Website – The District's redesigned website will go live next week.

Matt Everett

6.7 General Manager Employment Contract – Per Section 4 of the Highline Water District Agreement for the General Manager, Matt submitted a letter to the Board of his intent to extend the terms of his current employment agreement by the first meeting in March 2013. John Milne advised the Board that they must give the General Manager written notice of their intent to renew, not renew or renegotiate the current employment agreement by April 30, 2013.

Action Taken: The Board per Motion 13-3-6(1) agreed to extend Matt's contract for five years. President Johnson will write a letter on behalf of the Board to extend the General Manager's employment agreement for five years.

6.8 Utility Management Conference (March 10-13, 2013) Glendale, AZ – Matt will be attending the conference. Matt will be taking vacation at the end of the conference, returning to the office on March 18th.

6.9 Public Records Request – Dawn Reitan, attorney with Inslee Best, is reviewing the General Manager's emails (approximately 13,000) to comply with Chapter 42.56. RCW – Public Records Act, Section 42.56.070 - Documents and indexes to be made public. The first installment of emails will be sent to the requestor on March 19, 2013.

6.10 Washington WARN – The website is up and running.

6.11 Customer With High Water Bill – A relative of an elderly customer inquired about receiving a leak credit for an outside faucet that was left on. The Board unanimously rejected allowing a leak credit.

6.12 Blood Drive 3/6/13 (9:00 am – 3:00 pm) Southwest Suburban Sewer District (SWSSD) – Matt reminded the Commissioners of the blood drive being held at SWSSD.

Jerry Guite


6.11 Senate House Bill 1016 - An act relating to designating facilities and infrastructure of water purveyors as essential public facilities under growth management planning requirements. Commissioner Guite is on the WASWD Government Relations Committee which has asked for feedback from WASWD members regarding their position on this bill. Milne recommended remaining neutral on the proposed bill.



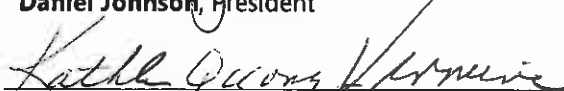
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There being no further business of the District, President Johnson concluded the meeting at 9:57 a.m.

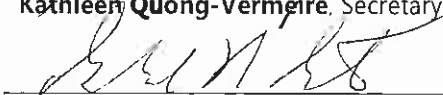
BOARD OF COMMISSIONERS



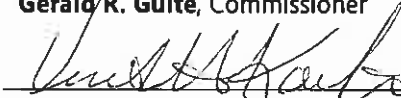
Daniel Johnson, President



Kathleen Quong-Vermeire, Secretary



Gerald R. Guite, Commissioner



Vince Koester, Commissioner



George Landon, Commissioner