



Highline Water District Regular Meeting Minutes March 20, 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 4:00 p.m.

2. APPROVE AGENDA

Commissioner Koester'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.

Minutes:	March 6, 2013 Regular Meeting			
WARRANTS				
Fund Name	Fund No.	Warrant Date	Vouchers	AMOUNT
Maintenance	09-075-0030	03/15/13	16252 -	\$ 6,240.36
Maintenance	09-075-0030	03/21/13	16253 - 16321	\$ 168,874.15
Construction	09-075-0010	03/21/13	901472 - 901478	\$ 61,175.29
ELECTRONIC TRANSFER FUNDS				
Fund Name	Fund No.	Period Ending	EFT Transfer Date	AMOUNT
Payroll Tax	09-075-0010	03/15/13	03/27/13	\$ 24,128.97
Direct Deposit – Payroll (KC-PAY47)	09-075-0010	03/15/13	03/22/13	\$ 63,887.31
Dept of Retirement	09-075-0010	03/15/13	04/15/13	\$ 10,544.65
Dept of Retirement - Deferred Compensation	09-075-0010	03/15/13	03/22/13	\$ 2,999.00
Health Equity (KC-BEN96)	09-075-0010	03/15/13	03/22/13	\$ 187.00
Health Equity (KC-BEN105)	09-075-0010	03/15/13	03/22/13	\$ 73.40
Health Equity (KC-BEN106)	09-075-0010	03/15/13	03/22/13	\$ 37.00
HRA VEBA (KC-BEN60)	09-075-0010	03/15/13	03/22/13	\$ 3,086.50
Dept of Revenue - B&O Tax	09-075-0010	02/28/13	03/26/13	\$ 52,936.25
CONSENT AGENDA RESOLUTIONS				
Item #	Resolution #	Description		
3.1	13-3-20A	Resolution accepting developer extension as complete (International Plaza)		

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



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4. PUBLIC INPUT

No members of the public attended the meeting.

5. RESOLUTIONS/MOTIONS

Resolution 13-3-20B commending employee (Alan Metz) for twenty years of service with the District. Commissioner Guite's motion to approve seconded by Commissioner Koester. After discussion, the motion carried unanimously.

Resolution 13-3-20C authorizing Amendment No. 1 to Contract 11-60-04 with PACE Engineers, Inc. for Project 11-3 Des Moines Gateway Water Main Replacement (Segment 1 – 24th Ave S). Commissioner Koester's motion to approve seconded by Commissioner Landon. After discussion, the motion carried unanimously.

6. STAFF/COMMISSIONERS/ATTORNEY

Jeremy DelMar

- 6.1 Project 13-1 Angle Lake Water Main Replacement – Jeremy proposed bidding the Military Rd S portion of this project separately and hiring a different consultant to design and have BHC focus on the remaining design work on private property. Jeremy said this would help to mitigate risk to the project schedule by constructing Military Rd in early 2014 and allow BHC more time to discuss concerns with residents. All work to be done by July 2015 for PWTF funding incentives.
- 6.2 Project 12-1 Military Rd S Water Main Replacement (S 166th – S 176th) – Staff will present a draft interlocal agreement with the City of SeaTac (Lead Agency) to discuss at a future Board meeting. The District's consultant, PACE Engineers is completing the design for replacing/relocating 4,500 LF of 12" AC water main to accommodate the City's storm drainage work.

Debbie Prior

- 6.3 Board Room Chairs - The District will be purchasing new chairs for the Commissioners. Samples will be brought in prior to purchasing.
- 6.4 Utility Finance Officers (UFO) Meeting 3/21/13 (11:00 am – 1:00 pm @ HWD) – The District is hosting the UFO meeting. Finance officers from twelve cities/districts will attend the meeting.

Matt Everett

- 6.5 City of Des Moines Electronic Digital Reader Board Project – Patrice Thorell, City of Des Moines Parks, Recreation and Senior Services Director, sent Matt an email (3/6/13) asking if Highline would be interested in partnering with the City to help cover the costs to install one reader board (\$23,000) along with programming and ongoing maintenance (approx. \$5,000 per year). The Board was not interested in partnering with the City because they did not believe there would be any benefit to the District's ratepayers.
- 6.6 Customer "Thank You" for Leak Credit – The District received a card from customer Davinder Sandhu thanking staff for a second leak credit after her service line broke because of tree roots from an adjoining property.



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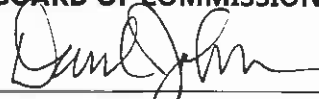
6. STAFF/COMMISSIONERS/ATTORNEY

Matt Everett

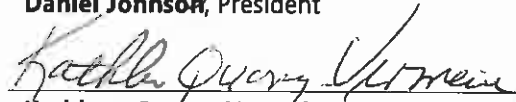
- 6.7 HWD Corporate Boundaries – Five homeowners submitted a Petition for Annexation to Highline. The homeowners have been served by Highline since 1986 but are within the City of Kent’s water service boundary. Matt wants to resolve any discrepancies with the City of Kent regarding water service boundaries prior to completing the District’s 2015 Water System Comprehensive Plan. The District’s end goal is to make its retail service areas the same as its corporate boundaries. Matt will have the District’s legal counsel review the petition.

There being no further business of the District, President Johnson concluded the meeting at 4:57 p.m.

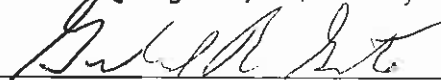
BOARD OF COMMISSIONERS *mat*



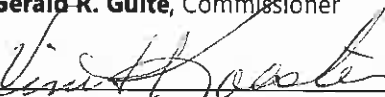
Daniel Johnson, President



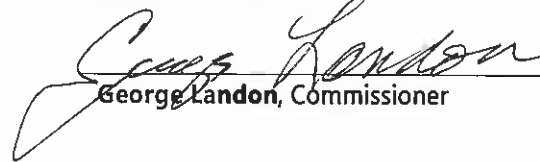
Kathleen Quong-Vermeire, Secretary



Gerald R. Guite, Commissioner



Vince Koester, Commissioner



George Landon, Commissioner