



## Highline Water District Regular Board Meeting Minutes May 1, 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> Joanne Bisquera, Enduris
Strikeouts indicate <b>absence</b>		

### 1. CALL TO ORDER

President Johnson called the meeting to order at 9:00 a.m.

### 2. APPROVE AGENDA

Motion duly made and seconded to approve the Agenda as presented. 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>	April 23, 2013 Workshop Meeting				
WARRANTS					
Fund Name	Fund No.	Warrant Date	Vouchers		AMOUNT
Maintenance	09-075-0030	05/02/13	16446 - 16459		\$ 9,107.26
Construction	09-075-0010	05/02/13	901488 - 901488		\$ 267.36
ELECTRONIC TRANSFER FUNDS					
Fund Name	Fund No.	Period Ending	EFT Transfer Date	AMOUNT	
Payroll Tax	09-075-0010	04/26/13	05/08/13	\$ 24,635.96	
Direct Deposit – Payroll (KC-PAY47)	09-075-0010	04/26/13	05/03/13	\$ 64,684.57	
Dept of Retirement	09-075-0010	04/26/13	05/15/13	\$ 10,511.88	
Dept of Retirement - Deferred Compensation	09-075-0010	04/26/13	05/03/13	\$ 3,036.50	
Health Equity (KC-BEN96)	09-075-0010	04/26/13	05/03/13	\$ 187.00	
Health Equity (KC-BEN105)	09-075-0010	04/26/13	05/03/13	\$ 73.40	
Health Equity (KC-BEN106)	09-075-0010	04/26/13	05/03/13	\$ 37.00	
HRA VEBA (KC-BEN60)	09-075-0010	04/26/13	05/03/13	\$ 2,888.00	
CONSENT AGENDA RESOLUTIONS					
Item #	Resolution #	Description			
NONE					

Motion duly made and seconded to approve the Consent Agenda as presented. The motion carried unanimously.

### 4. PUBLIC INPUT

No members of the public attended the meeting.



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**5. RESOLUTIONS/MOTIONS**

Resolution 13-5-1A authorizing 2013 General Engineering Services Agreement with PACE Engineers, Inc. Motion to authorize duly made and seconded. After discussion, the motion carried unanimously.

Resolution 13-5-1B authorizing the implementation of a Water Service Installation Agreement for miscellaneous water work requested by Developers and modify Highline Water District Code - Title 6.04 Rates, Section 6.04.020 Water Service Installation Charges, Table 3. Motion to authorize duly made and seconded. After discussion, the motion carried unanimously.

Resolution 13-5-1C authorizing the General Manager to enter into a consultant agreement for Geotechnical Services with Earth Solutions NW LLC relating to Project 12-3 S 188th St Water Main Replacement. Motion to authorize duly made and seconded. After discussion, the motion carried unanimously.

**6. DISTRICT INSURANCE COVERAGE PRESENTATION**

Joanne Bisquera, Member Services Coordinator, Enduris Washington

Ms. Bisquera prepared a PowerPoint presentation for the District and discussed the levels of insurance coverage with the Board and staff. Ms. Bisquera also commented on the following additional benefits provided to the District as a member: (1) Full access to the Municipal Research & Services Center; (2) Contract Review; (3) Training Seminars; (4) Online Training; (5) Online access to DVD and Book Library; (6) Enduris Website; (7) 24-hour claim service; and (8) Key Staff Contacts.

Ms. Bisquera also informed the Board and staff of the following upcoming webinars:

- Local Elected Officials and the Public Records Act (6/4/13 – 12:00 pm to 1:00 pm)
- Social Media for Special Purpose Districts (7/16/13 – 12:00 pm to 1:00 pm)

Enduris also offers a class on Anti-Discrimination/Anti-Harassment. Debbie will schedule training for the Board and staff.

The Board thanked Ms. Bisquera for a very informative presentation.

**7. STAFF/COMMISSIONERS/ATTORNEY**

**Jeremy DelMar**

- 7.1 Project 13-1 Angle Lake Water Main Replacement Phase II – Jeremy and Matt discussed with the Board the status of the project, upcoming resolutions for a contract amendment for Phase 2 with BHC, and a contract for design of Military Road with Roth Hill, LLC. Jeremy explained that staff reduced the BHC scope for easement acquisition services and may need to do future contract amendments based on the progress achieved. Staff will bring two resolutions for consideration by the Board of Commissioners at the 5/15/2013 meeting.

**Debbie Prior**



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- 7.2 Records Retention – Leslie Koziara, Electronic Records Management Consultant, Washington State Archives, will give a presentation on records retention at the 6/19/13 Board Workshop meeting.
- 7.3 Commissioner Compensation - Debbie distributed pay check stubs to the Commissioners.

**Matt Everett**

- 7.4 Safe Drinking Water Act – Consumer Confidence Report (CCR) Rule Delivery Options  
Matt informed the Board that the rules for delivery methods of the CCR have changed. This year the District will deliver the 2012 CCR by the following methods: (1) Email - direct URL to CCR. Mail postcards to all apartment, mobile home, and individual business customers. The postcards contain the URL address to the CCR on the District web site; (2) HWD provides the CCR access information on the Districts E-care login page; (3) CCR access information provided on all Water District bills sent out during the months of May and June; (4) Copies of the printed CCR will be available at the following locations: ▪ Highline Water District Office; ▪ Des Moines Library; ▪ Des Moines Post Office; ▪ Midway Post Office; and (5) Copies of the CCR mailed to customers upon request.

The 2012 CCR delivery is costing the District \$6,104.14 compared to \$14,143.02 for the 2011 CCR. The new CCR delivery methods resulted in a net savings to the District of \$8,038.88.

There being no further business of the District, President Johnson concluded the meeting at 10:31 a.m.

**BOARD OF COMMISSIONERS**

**Daniel Johnson**, President

**Kathleen Quong-Vermeire**, Secretary

**Gerald R. Guite**, Commissioner

**Vince Koester**, Commissioner

**George Landon**, Commissioner