



**Highline Water District  
Regular Board Meeting Minutes  
May 15, 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 <del>Jeremy DelMar, Engineering/Operations Mgr.</del> 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**

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>	May 1, 2013 Regular Meeting				
WARRANTS					
Fund Name	Fund No.	Warrant Date	Vouchers		AMOUNT
Maintenance	09-075-0030	05/16/13	16460 - 16503		\$ 308,928.36
Construction	09-075-0010	05/16/13	901489 - 901493		\$ 3,866.23
Maintenance	09-075-0030	05/17/13	302447 - 302447		\$ 969.96
ELECTRONIC TRANSFER FUNDS					
Fund Name	Fund No.	Period Ending	EFT Transfer Date	AMOUNT	
Payroll Tax	09-075-0010	05/10/13	05/22/13	\$ 25,108.72	
Direct Deposit – Payroll (KC-PAY47)	09-075-0010	05/10/13	05/17/13	\$ 64,420.26	
Dept of Retirement	09-075-0010	05/10/13	06/14/13	\$ 10,805.39	
Dept of Retirement - Deferred Compensation	09-075-0010	05/10/13	05/17/13	\$ 3,036.50	
Health Equity (KC-BEN96)	09-075-0010	05/10/13	05/17/13	\$ 187.00	
Health Equity (KC-BEN105)	09-075-0010	05/10/13	05/17/13	\$ 73.40	
Health Equity (KC-BEN106)	09-075-0010	05/10/13	05/17/13	\$ 37.00	
HRA VEBA (KC-BEN60)	09-075-0010	05/10/13	05/17/13	\$ 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.



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**4. PUBLIC INPUT**

No members of the public attended the meeting.

**5. RESOLUTIONS/MOTIONS**

Resolution 13-5-15A authorizing Amendment #1 to incorporate Phase II – Design Services, into Contract #12-60-03 with BHC Consultants, LLC, for Project 13-1 Angle Lake Water Main Replacement. Motion to authorize duly made and seconded. After discussion, the motion carried unanimously.

Resolution 13-5-15B authorizing design contract #13-60-09 with Roth Hill, LLC, for Project 13-18 Military Rd S/Angle Lake Water Main Replacement. Motion to authorize duly made and seconded. After discussion, the motion carried unanimously.

Resolution 13-5-15C authorizing an Interlocal Agreement between the City of SeaTac and Highline Water District for construction of water line and pavement restoration on S 168th Street between 34th Ave S and Military Rd S (HWD Project 12-2 S168th St Water Main Replacement). Motion to authorize duly made and seconded. After discussion, the motion carried unanimously.

Resolution 13-5-15D authorizing developer extension agreement (Westwood Ridge). Motion to authorize duly made and seconded. After discussion, the motion carried unanimously.

Resolution 13-5-15E commending employee (Keith Coburn) for five (5) years of service with the District. Motion to authorize duly made and seconded. After discussion, the motion carried unanimously.

**6. STAFF/COMMISSIONERS/ATTORNEY**

**Debbie Prior**

6.1 33rd Annual AWC Labor Relations Institute Conference, Yakima, WA (5/8/13)

Debbie attended a class on the Affordable Health Care Act entitled *Preparing for Health Care Reform in 2014 & Beyond*. The topics discussed addressed current regulations, Washington's Health Care Exchange, unique issues facing local governments due to the full-time employee definition, and communicating with employees. Debbie will update the Board when new information is received.

6.2 New Phone System (Avaya) – Training on the new phone system is scheduled for Tuesday, May 21st. The new system will go live on Wednesday, May 22nd

**Matt Everett**

6.3 Project 06-1 Southcenter Parkway Extension – The District received the final invoice from the City of Tukwila. The outstanding balance owed to the City is \$151,430.99 (\$77,229.80 is the District's portion based on the 51%/49% cost sharing agreement with Segale). Staff forwarded a copy of the invoice to Segale Properties for reimbursement of their portion.



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**6. STAFF/COMMISSIONERS/ATTORNEY**

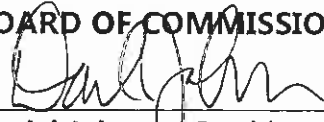
- 6.4 Water Association of Sewer and Water Districts (WASWD) Retrospective Rating Committee  
Matt informed the Board that the District will be assessed approximately \$19,400 this year due to an increase in claims of the WASWD pool.

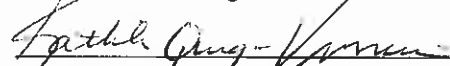
**Kathleen Quong-Vermeire**

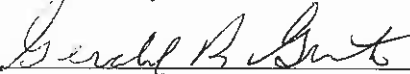
- 6.5 2013 PNWS-AWWA Annual Spring Conference – Spokane, WA (5/8-5/10/13) - At the conference, Kathleen stated that she used the PNWS-AWWA App on her smart phone. The App included all the conference information, i.e. technical sessions, speakers, maps, exhibitors, etc.

There being no further business of the District, President Johnson concluded the meeting at 5:07 PM.

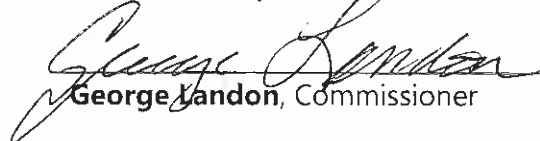
**BOARD OF COMMISSIONERS**

  
\_\_\_\_\_  
**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**