



Highline Water District Workshop Meeting Minutes May 28, 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	HWD ATTORNEY(S) John Milne, Inslee Best VISITORS
Strikeouts indicate absence		

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.

Minutes:	May 15, 2013 Regular Meeting				
WARRANTS					
Fund Name	Fund No.	Warrant Date	Vouchers		AMOUNT
Maintenance	09-075-0030	05/30/13	16504 -	16533	\$ 48,652.43
Construction	09-075-0010	05/30/13	901494	901499	\$ 175,862.35
ELECTRONIC TRANSFER FUNDS					
Fund Name	Fund No.	Period Ending	EFT Transfer Date	AMOUNT	
Department of Revenue – B & O Tax	09-075-0010	04/30/13	05/29/13	\$ 52,022.97	
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.

5. RESOLUTIONS/MOTIONS

Resolution 13-5-28A authorizing Interlocal Agreement (ILA) with the City of Des Moines relating to the City of Des Moines 24th Ave South Improvement Project (HWD Project 11-3 Segment 1 – 24th Avenue South). Motion to authorize ILA duly made and seconded. After discussion, the motion carried unanimously.



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5. RESOLUTIONS/MOTIONS

Resolution 13-5-28B authorizing Developer Extension Agreement (DEA) - PCL Civil Constructors. Motion to authorize DEA duly made and seconded. After discussion, the motion carried unanimously.

Motion 13-5-28(1) authorizing payment to L & I Retrospective Rating Program for additional assessment of \$20,333.75 due to an increase in claims of the WASWD pool. Motion to authorize payment duly made and seconded. After discussion, the motion carried unanimously.

6. 2012 ANNUAL REPORT TO STATE AUDITOR

The Commissioners were provided a copy of the 2012 Annual Report to the State Auditor. Debbie briefly reviewed the report and answered questions of the Board.

7. 2012 BUDGET VS. ACTUAL

The Commissioners were provided a copy of the year-end Financial Report. The total sources of funds (revenue) were at 101.9% and expenditures at 94.1%. Debbie briefly reviewed the report and answered questions of the Board.

8. OTHER

Jeremy DelMar

- 8.1 S 178th Street – Jeremy and Matt are meeting today with Mark Segale of Segale Development to discuss agreement for the water main replacement.

Debbie Prior

- 8.2 New Phone System (Avaya) – The new phone system was installed and implemented on Wednesday, May 22nd.

Matt Everett

- 8.3 WASWD Board Meeting (5/20/13) – The following two alternatives to the bylaws regarding the election of officers was proposed at the meeting.

ALTERNATE #1: Following the annual election of directors, and prior to the end of the ~~Fall~~ Conference annual meeting, the directors holding office after such election must elect, by majority vote, from the directors holding office after such election, the four officers of the Association in the following order: President, Vice-President, Secretary, and Treasurer. Each officer is elected to serve for a term of one (1) year, to begin upon conclusion of the ~~Fall~~ Conference annual meeting of the Association membership.

ALTERNATE #2:

Following the annual election of directors, the membership must elect the President of the Association from the directors holding office after such election who have at least one year of board experience. The directors will recommend a candidate for President to the membership. Candidates may also be nominated from the floor. If the position is contested, candidates may speak for up to two minutes and then secret ballot vote will take place.



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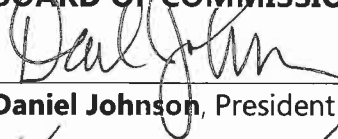
Votes cast for each candidate will be reported to the membership. The candidate receiving a majority of votes is elected President. If no candidate receives a majority of votes, then the two candidates receiving the highest number votes must have a runoff election Following the election of President, and prior to the end of the annual meeting, the directors holding office after such election must elect, by majority vote, from the directors holding office after such election, the remaining three officers of the Association in the following order: Vice President, Secretary, and Treasurer. Each officer is elected to serve for a term of one (1) year, to begin upon conclusion of the annual meeting of the Association membership.

A majority of Highline's Commissioners were in favor of Alternate # 2.

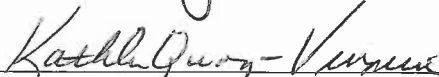
- 8.4 WASWD Action Alert – Public Works Trust Fund (PWTF) Budget Diversion – Matt received an email (5/28/13) from Blair Burroughs, WASWD Executive Director, requesting the District contact its legislative representatives to plead for continued support of the Public Works Trust Fund program and not divert funding sources for the PWTF.

There being no further business of the District, President Johnson concluded the meeting at 9:45 AM.

BOARD OF COMMISSIONERS



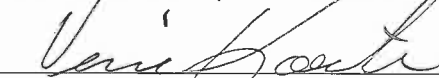
Daniel Johnson, President



Kathleen Quong-Vermeire, Secretary



Gerald R. Guite, Commissioner



Vince Koester, Commissioner



George Landon, Commissioner