



**Highline Water District  
Regular Board Meeting Minutes  
June 5, 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>
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.*

<b>Minutes:</b>	May 28, 2013 Workshop Meeting				
WARRANTS					
Fund Name	Fund No.	Warrant Date	Vouchers		AMOUNT
Maintenance	09-075-0030	06/06/13	16534	- 16551	\$ 62,119.83
Construction	09-075-0010	06/06/13	901500	- 901502	\$ 190,030.63
Maintenance - Payroll	09-075-0030	05/31/13	302448	- 302448	\$ 542.45
ELECTRONIC TRANSFER FUNDS					
Fund Name	Fund No.	Period Ending	EFT Transfer Date	AMOUNT	
Payroll Tax	09-075-0010	05/24/13	06/05/13	\$ 25,921.96	
Direct Deposit – Payroll (KC-PAY47)	09-075-0010	05/24/13	05/31/13	\$ 68,507.66	
Dept of Retirement	09-075-0010	05/24/13	06/14/13	\$ 10,701.42	
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 13-6-5A authorizing Developer Extension Agreement (DEA) - Axcnt Servicing Short Plant. Motion to authorize DEA duly made and seconded. After discussion, the motion carried unanimously.



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**6. STAFF/COMMISSIONERS/ATTORNEY**

**Jeremy DelMar**

- 6.1 City of Seatac S 168th Street Improvements – The City of SeaTac opened bids on May 29th for the project. Six bids were received. The apparent low bidder is RW Scott Construction. The bid amount for the District work is \$360,857.25. The Engineers Estimate for work is \$306,928.50. Work will include the replacement of approximately 1,750 LF of 8-inch AC main with DI.
  
- 6.2 S 178th Street Project – Matt, John and Jeremy informed the Board that the City of Tukwila notified the District by letter dated May 22, 2013, that a portion of South 178th Street right-of-way was vacated by the adoption of City Ordinance No. 2400 on April 1, 2013. The vacation includes a portion of the District's water main. The City plans to construct a new fire station on the vacated portion of South 178th Street. The City informed the District that South 178th Street is presently being relocated and realigned with completion by Fall 2013. The District will need to relocate its existing water main into a new alignment at the District's expense. Because the District will not have enough time to comply with SEPA, design and publically bid the water main relocation work and the existing main is essential to providing fire flow and domestic service in the vicinity of the project, Staff and Legal Counsel recommended the Board declare an emergency and to waive the public bidding requirements so the water main relocation work could proceed as soon as possible. If the Board was inclined to declare an emergency to proceed with the project work on that basis, Staff and counsel could prepare a resolution to that effect for consideration by the Board at the June 19th Board meeting. Following Discussion, the Board authorized and directed staff and counsel to prepare such a resolution for consideration by the Board for adoption at the next regular meeting.

**John Milne**

- 6.3 Washington's New Fire Suppression (Hydrant) Law – SHB 1512 – John will give a presentation at the WASWD Fall Conference on this newly enacted law which becomes effective 7/28/13.

**Debbie Prior**

- 6.4 Records Retention – Leslie Koziara, Electronic Records Management Consultant, Washington State Archives, will give a presentation on records retention at the 6/19/13 Board meeting.

**Matt Everett**

- 6.5 L & I Retrospective Rating Assessment – Tim Reid, liaison for Retrospective Committee, sent a letter to Labor and Industries asking for a reversal of the assessment to WASWD pool members stating at the time a West Sound Utility employee filed a claim, West Sound was not a member of the pool. Matt will update the Board on the status or Mr. Reid's request.



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- 6.6 HWD Conservation Poster Calendar Contest – Matt and Polly Daigle visited the local elementary schools that participated (Bow Lake, Madrona, Marvista and North Hill) in the District’s poster contest. The students whose posters were included in the District’s 2014 Conservation Calendar were awarded with a Certificate of Achievement, a gift card to a local bookstore and two calendars.
- 6.7 General Manager Vacation - Matt will be on vacation Friday June 14, 2013 and the week of June 17 – June 21, 2013 and will not attend the 6/19/13 Board meeting.
- 6.8 Employee Retirement – Steve McReynolds, Lead Meter Technician, submitted his retirement notice, effective June 30, 2013. A luncheon for Steve to thank him for his 31+ years of service will be held on June 27, 2013 at 12:00 PM at the District.

**Dan Johnson**


- 6.9 WASWD Action Alert – Public Works Trust Fund (PWTF) Budget Diversion – Commissioners’ Johnson and Quong-Vermeire sent a letter and email respectively to the 33rd District Legislators requesting continued support for the Public Works Trust Fund program and to not divert funding sources for the PWTF.

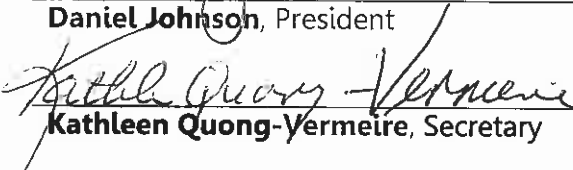
**Kathleen Quong-Vermeire**

- 6.10 Webinar – Local Elected Officials and the Public Records Act – 6/4/13 12:00 pm to 1:00 pm - The webinar was sponsored by Enduris Washington. Commissioners’ Quong-Vermeire and Guite viewed the webinar at the District office.

There being no further business of the District, President Johnson concluded the meeting at 9:47 AM.

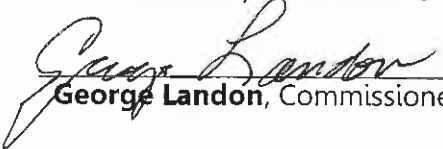
**BOARD OF COMMISSIONERS**

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