



**Highline Water District
Board Workshop Minutes
July 23, 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, Inslaw Best VISITORS Sergey Tarasov, Project Manager, FCSG Angie Sanchez, Principal, FCSG
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:	July 17, 2013 Regular Meeting				
WARRANTS					
Fund Name	Fund No.	Warrant Date	Vouchers		AMOUNT
Maintenance	09-075-0030	07/25/13	16685	- 16709	\$ 281,784.17
Construction	09-075-0010	07/25/13	901523	- 901525	\$ 21,677.18
ELECTRONIC TRANSFER FUNDS					
Fund Name	Fund No.	Period Ending	EFT Transfer Date	AMOUNT	
Dept of Revenue - B&O Tax	09-075-0010	06/30/13	07/26/13	\$ 60,584.12	
CONSENT AGENDA RESOLUTIONS					
Item #	Resolution #	Description			
NONE					

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

4. GENERAL FACILITY CHARGE UPDATE – FCS GROUP

Angie Sanchez, Principal and Sergey Tarasov, Project Manager, FCS Group

At the request of the District, Angie Sanchez and Sergey Tarasov, FCS Group, were asked to update the District's GFC calculation to reflect the District's current capital plan and existing assets added since 2008 and to consolidate the GFC and LFC into a single charge. Angie and Sergey presented their findings and discussed the GFC Calculation methodology. Angie recommended consolidation of the GFC/LFC into a single charge based on meter size. The cost of the combined charge is \$3,521.00/ERU.

Motion 13-7-23(1) – Motion duly made and seconded by the Board to authorize District staff to publish a notice for a public hearing to be held during its regularly scheduled Board Workshop on Tuesday, August 27, 2013, at 9:00 a.m., to receive public comment on the proposed adoption of the new connection charges for water service. After discussion, the motion carried unanimously.



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5. 2ND QUARTER FINANCIALS & BUDGET VS. ACTUAL

Debbie reviewed the financial statements and second quarter budget vs. actual and answered questions of the Board.

6. OTHER

Jeremy DelMar

6.1 City Des Moines Gateway Project (Segment 1 - 24th Ave S) – The bid opening was held on July 18th at 2:00 pm at the Public Works & Engineering Building in Des Moines. A total of eight (8) bids were received. The apparent low bid was submitted by DPK, Inc. DPK's bid for Highline's portion of the project was \$540,579.60 including tax (engineer's estimate was \$635,000).

Matt Everett

6.2 L & I Retro Task Force Meeting – 7/18/13 -1:30 p.m. @ WASWD – Matt attended the meeting. Members are looking for ways to minimize Retro payments due to L & I injuries.

There being no further business of the District, President Johnson concluded the meeting at 10:12 a.m.

BOARD OF COMMISSIONERS



Daniel Johnson, President

Kathleen Quong-Vermeire, Secretary



Gerald R. Guite, Commissioner

Vince Koester, Commissioner



George Landon, Commissioner