



Highline Water District Regular Board Meeting Minutes August 21, 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
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.

Minutes:	August 7, 2013 Regular Board Meeting			
WARRANTS				
Fund Name	Fund No.	Warrant Date	Vouchers	AMOUNT
Maintenance	09-075-0030	08/22/13	16744 - 16793	\$ 211,588.45
Construction	09-075-0010	08/22/13	901529 - 901535	\$ 382,298.04
Maintenance - Payroll	09-075-0030	08/09/13	302451 -	\$ 779.33
ELECTRONIC TRANSFER FUNDS				
Fund Name	Fund No.	Period Ending	EFT Transfer Date	AMOUNT
Payroll Tax	09-075-0010	08/02/13	08/14/13	\$ 25,191.97
Payroll Tax	09-075-0010	08/16/13	08/28/13	\$ 23,940.46
Direct Deposit – Payroll (KC-PAY47)	09-075-0010	08/02/13	08/09/13	\$ 64,255.75
Direct Deposit – Payroll (KC-PAY47)	09-075-0010	08/16/13	08/23/13	\$ 62,470.62
Dept of Retirement	09-075-0010	08/02/13	09/13/13	\$ 12,594.14
Dept of Retirement	09-075-0010	08/16/13	09/13/13	\$ 12,335.50
Dept of Retirement - Deferred Compensation	09-075-0010	08/02/13	08/09/13	\$ 2,886.50
Dept of Retirement - Deferred Compensation	09-075-0010	08/16/13	08/23/13	\$ 2,886.50
Health Equity (KC-BEN96)	09-075-0010	08/02/13	08/09/13	\$ 187.00
Health Equity (KC-BEN96)	09-075-0010	08/16/13	08/23/13	\$ 187.00
Health Equity (KC-BEN105)	09-075-0010	08/02/13	08/09/13	\$ 73.40
Health Equity (KC-BEN105)	09-075-0010	08/16/13	08/23/13	\$ 73.40
Health Equity (KC-BEN106)	09-075-0010	08/02/13	08/09/13	\$ 37.00
Health Equity (KC-BEN106)	09-075-0010	08/16/13	08/23/13	\$ 37.00
HRA VEBA (KC-BEN60)	09-075-0010	08/02/13	08/09/13	\$ 2,888.00
HRA VEBA (KC-BEN60)	09-075-0010	08/16/13	08/23/13	\$ 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.



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3A. AUDIT ENTRANCE CONFERENCE

Alfonso Melton, Audit Supervisor

Mr. Melton provided the Board and staff with an Entrance Conference document that outlined the audit process. Mr. Melton stated that the District's audit would include the following: Accountability Audit for the fiscal year 2012 and a Financial Statement Audit for the fiscal year 2012. The State Auditor will issue an Accountability Audit Report and a Financial Statement Audit Report to the District by October 2013. Mr. Melton stated that the cost of the audit is estimated to be approximately \$16,000 plus travel expenses.

Mr. Melton asked the Commissioners if one of them would be interested in volunteering to discuss the District's operations with him. Commissioner Johnson volunteered.

4. PUBLIC INPUT

No members of the public attended the meeting.

5. RESOLUTIONS/MOTIONS

Resolution 13-8-21A authorizing Developer Extension Agreement (DEA) Normandy Park Market. Motion to authorize DEA duly made and seconded. After discussion, the motion carried.

6. STAFF/COMMISSIONERS/ATTORNEY

Jeremy DelMar

- 6.1 Project 12-1 Military Rd S Water Main Replacement – The City of SeaTac's contractor, Johansen Excavating, is scheduled to begin construction in September. District staff will present a resolution for a contract amendment with PACE Engineers for approximately \$40,000 at the September 4th Board meeting. The amendment includes the following: construction administration, design for adding approximately 900' LF of pipe to the project, staking and as-builts.

Debbie Prior

- 6.2 Washington State Audit – Debbie commented that she is confident the District will have another clean audit.

Matt Everett


- 6.3 Water Use Efficiency Goals – Matt informed the Board that the District would piggyback on the City of Seattle's *2013 Saving Water Partnership's regional 2013-2018 Water Use Efficiency Goal* to reduce per capita water use from current levels so that total average annual retail water use of members of the Saving Water Partnership is less than 105 mgd from 2013 through 2018 despite forecasted population growth. District staff will submit a Public Hearing notice for publication in the Highline Times on September 6, 2013. The public hearing will be held in conjunction with the September 24th Board Workshop.



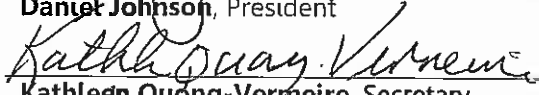
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There being no further business of the District, President Johnson concluded the meeting at 4:37 PM.

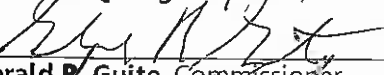
BOARD OF COMMISSIONERS



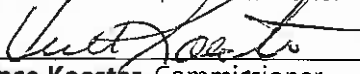
Daniel Johnson, President



Kathleen Quong-Vermeire, Secretary



Gerald R. Guite, Commissioner



Vince Koester, Commissioner



George Landon, Commissioner