



**Highline Water District  
Regular Board Meeting Minutes  
July 17, 2013**

<b>ATTENDEES</b>		
<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>
<b>Strikeouts indicate absence</b>		

**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>	June 25, 2013 Workshop Meeting				
<b>WARRANTS</b>					
Fund Name	Fund No.	Warrant Date	Vouchers		AMOUNT
Maintenance	09-075-0030	07/18/13	16646 - 16684		\$ 104,268.43
Construction	09-075-0010	07/18/13	901517 - 901522		\$ 176,110.88
Maintenance - Payroll	09-075-0030	07/12/13	302449 - 302450		\$ 958.69
<b>ELECTRONIC TRANSFER FUNDS</b>					
Fund Name	Fund No.	Period Ending	EFT Transfer Date	AMOUNT	
Payroll Tax	09-075-0010	07/05/13	07/17/13		\$ 28,030.05
Direct Deposit – Payroll (KC-PAY47)	09-075-0010	07/05/13	07/12/13		\$ 69,289.27
Dept of Retirement	09-075-0010	07/05/13	08/15/13		\$ 11,544.34
Dept of Retirement - Deferred Compensation	09-075-0010	07/05/13	07/12/13		\$ 3,036.50
Health Equity (KC-BEN96)	09-075-0010	07/05/13	07/12/13		\$ 187.00
Health Equity (KC-BEN105)	09-075-0010	07/05/13	07/12/13		\$ 73.40
Health Equity (KC-BEN106)	09-075-0010	07/05/13	07/12/13		\$ 37.00
HRA VEBA (KC-BEN60)	09-075-0010	07/05/13	07/12/13		\$ 2,888.00
<b>CONSENT AGENDA RESOLUTIONS</b>					
Item #	Resolution #	Description			
<b>NONE</b>					

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.



**Highline Water District  
Regular Board Meeting Minutes  
July 17, 2013**

**5. RESOLUTIONS/MOTIONS**

Resolution 13-7-17B authorizing the District to enter into an agreement with Segale Properties, LLC to allow Segale to participate in the cost of the S 178th Street Water Main Relocation (Project 13-4). Motion to authorize agreement duly made and seconded. After discussion, the motion carried unanimously.

*Note: John Milne, District legal counsel, recommended to the Board to address this resolution prior to Resolution 13-7-17A.*

Resolution 13-7-17A authorizing construction contract with Riverton Contractors, Inc. for the S 178th Street Water Main Relocation (Project 13-4). Motion to authorize construction contract duly made and seconded. After discussion, the motion carried unanimously.

Resolution 13-7-17C authorizing Change Order No. 1 for Project 12-3 S 188th Street Water Main Replacement (T Barger Dirtworks, LLC). Motion to authorize change order duly made and seconded. After discussion, the motion carried unanimously.

**6. STAFF/COMMISSIONERS/ATTORNEY**

**Debbie Prior**

- 6.1 2nd Quarter Financial Statements– Debbie will email (7/19/13) the Commissioners the financial statements including Budget vs. Actual to discuss at the 7/23/13 Board Workshop meeting.

**Matt Everett**

- 6.2 FSC Group Connection Charge Study – Matt informed the Board that Sergey Tarasov and Angie Sanchez (FSC Group) will give a presentation of their Connection Charge Study at the 7/23/13 Board Workshop.
- 6.3 First-Half 2013 Water Supply vs. Water Sales – Water sales increased slightly and the unaccounted for water loss, at 7.47%, has decreased slightly compared to the midpoint of 2012.
- 6.4 Great Service Email – Customer Nancy Jerominski sent an email (7/12/13) to the Customer Service Department praising Jeff Laizure and Ed Crisamore for their professionalism and dedication to correct the problem of a noisy water meter.



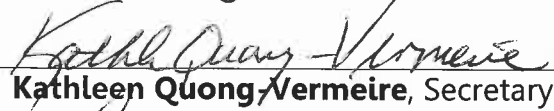
**Highline Water District  
Regular Board Meeting Minutes  
July 17, 2013**

There being no further business of the District, President Johnson concluded the meeting at 4:33 p.m.

**BOARD OF COMMISSIONERS**



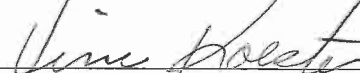
**Daniel Johnson**, President



**Kathleen Quong-Vermeire**, Secretary



**Gerald R. Guite**, Commissioner



**Vince Koester**, Commissioner



**George Landon**, Commissioner