



## Highline Water District Regular Board Meeting Minutes October 2, 2013

<b>ATTENDEES</b>		
<b>COMMISSIONERS</b> Gerald R. Guite Daniel Johnson Vince Koester George Landon Kathleen Quong-Vermeire (Vac)	<b>HWD STAFF</b> Matt Everett, General Manager Jeremy DelMar, Engr./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 9:00 a.m.

### 2. APPROVE AGENDA

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

### 3. CONSENT AGENDA

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

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>		September 24, 2013 Workshop Meeting			
<b>WARRANTS</b>					
Fund Name	Fund No.	Warrant Date	Vouchers		AMOUNT
Maintenance	09-075-0010	10/03/13	16905	- 16922	\$ 51,453.19
Construction	09-075-0030	10/03/13	901546	- 901546	\$ 24.00
Maintenance - Payroll	09-075-0010	10/04/13	302453	- 302453	\$ 1,826.99
<b>ELECTRONIC TRANSFER FUNDS</b>					
Fund Name	Fund No.	Period Ending	EFT Transfer Date		AMOUNT
Payroll Tax	09-075-0010	09/27/13	10/09/13		\$ 24,460.84
Direct Deposit – Payroll (KC-PAY47)	09-075-0010	09/27/13	10/04/13		\$ 62,263.34
Dept of Retirement	09-075-0010	09/27/13	10/15/13		\$ 12,332.88
Dept of Retirement - Deferred Compensation	09-075-0010	09/27/13	10/04/13		\$ 2,886.50
Health Equity (KC-BEN96)	09-075-0010	09/27/13	10/04/13		\$ 187.00
Health Equity (KC-BEN105)	09-075-0010	09/27/13	10/04/13		\$ 73.40
Health Equity (KC-BEN106)	09-075-0010	09/27/13	10/04/13		\$ 37.00
HRA VEBA (KC-BEN60)	09-075-0010	09/27/13	10/04/13		\$ 2,888.00
Payroll Tax	09-075-0010	09/27/13	10/09/13		\$ 24,460.84
Direct Deposit – Payroll (KC-PAY47)	09-075-0010	09/27/13	10/04/13		\$ 62,263.34
<b>CONSENT AGENDA RESOLUTIONS</b>					
Item #	Resolution #	Description			
None					

### 4. PUBLIC INPUT

No members of the public attended the meeting.



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**5. RESOLUTIONS/MOTIONS**

No resolutions were presented to the Board.

**6. STAFF/COMMISSIONERS/ATTORNEY**

**Jeremy DelMar**

- 6.1 Small Site Asphalt/Concrete Maintenance Contract – Staff will be sending a Request for Proposals out in the near future. The current contract with AA Asphaltting is 90% complete.
- 6.2 Sound Transit Federal Way Transit Extension Alternatives – The next phase for the light rail is to build out to the City of Federal Way. Sound Transit has funding from the Angle Lake Station to S 240th Street. Jeremy informed the Board that Sound Transit has several proposed alignments; however, staffs' preferred alignment may affect the tank at the District's Mansion Hill site. The elevated light rail would be located approximately 10' from the five-million gallon reservoir.

The environmental study is in process and will take approximately three years to complete. The District will be in contact with Sound Transit to discuss their proposals when applicable.

6.3 2013 Capital Improvement Plan Update:

- Project 12-1 Military Rd S (S 176th to S 166th) Water Main Replacement – Construction to start mid-November and last approximately one year.
- Project 12-2 S 168th St Water Main Replacement – Completion of the water main installation anticipated by the end of October.
- Project 12-3 S 188th St AC Water Main Replacement – Construction contract accepted as complete on 9/24/13.
- Project 13-1A Angle Lake Water Main Replacement – Jeremy and BHC Consultants met with several homeowners last night to discuss obtaining easements.
- Project 13-1B Military Rd S/Angle Lake Water Main Replacement – District will bid the project in spring 2014. Completion of the water main installation is anticipated by the end of summer 2014.
- Project 13-2 DMTP On-site Sodium Hypochlorite Generation – Jeremy informed the Board that the project start will be pushed out to January 2014 and the budget will be modified accordingly.
- Project 13-3 24th/28th Ave S Extension – The City of SeaTac is working on 60% design for road. Once the City determines schedule, the District will begin water main design. Construction funding has not yet been obtained by City.
- Project 13-4 S 178th St Water Main Replacement - Completion anticipated by the end of October.
- Project 13-5 S 179th St Water Main Replacement – The City of SeaTac (lead agency) will bid the project in spring 2014.



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6.4 KCWD #54 Water Quality Update – The boil water advisory was lifted on Wednesday, September 25th.

**Debbie Prior**

6.5 State Audit – June Li is auditing the District's records this year and she expects to complete the audit by October 15th.

**Matt Everett**

6.6 Bereavement Leave – Matt informed the Board that his mother-in-law passed and he will be taking several days off.

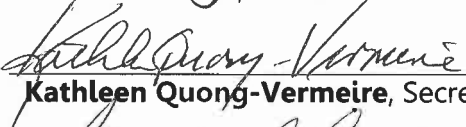
6.7 2014 Budget – Staff will present a preliminary budget to discuss with the Board at the October 22nd Workshop meeting.

6.8 Engineering Roundtable 10/2/13 – 12:30 pm @ HWD – The District will host the first engineering roundtable. Engineers' from Woodinville WD, Sammamish Plateau WWD, Alderwood WWD, Covington WD, Lakehaven Utility District, Silver Lake WD, and Northshore Utility District will attend the meeting.


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

**BOARD OF COMMISSIONERS**

  
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**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