



Highline Water District Regular Board Meeting Minutes October 16, 2013

ATTENDEES		
COMMISSIONERS Gerald R. Guite Daniel Johnson Vince Koester George Landon Kathleen Quong-Vermeire	HWD STAFF Matt Everett, General Manager Jeremy DelMar, Engr./Operations Mgr. Debra Prior, Administrative Manager Mary Fossos, Project Coordinator, CIPs	HWD ATTORNEY(S) John Milne, Inslee-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.

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.

Minutes: October 2, 2013 Regular Meeting

WARRANTS					
Fund Name	Fund No.	Warrant Date	Vouchers		AMOUNT
Maintenance	09-075-0010	10/17/13	16923	- 16922	\$ 136,161.54
Construction	09-075-0030	10/17/13	901547	- 901549	\$ 50,587.32
Maintenance - Payroll	09-075-0010	10/18/13	302454	- 302455	\$ 827.16
ELECTRONIC TRANSFER FUNDS					
Fund Name	Fund No.	Period Ending	EFT Transfer Date	AMOUNT	
Payroll Tax	09-075-0010	10/11/13	10/23/13	\$ 23,526.97	
Direct Deposit – Payroll (KC-PAY47)	09-075-0010	10/11/13	10/18/13	\$ 60,984.72	
Dept of Retirement	09-075-0010	10/11/13	11/15/13	\$ 12,354.67	
Dept of Retirement - Deferred Compensation	09-075-0010	10/11/13	10/18/13	\$ 2,886.50	
Health Equity (KC-BEN96)	09-075-0010	10/11/13	10/18/13	\$ 187.00	
Health Equity (KC-BEN105)	09-075-0010	10/11/13	10/18/13	\$ 73.40	
Health Equity (KC-BEN106)	09-075-0010	10/11/13	10/18/13	\$ 37.00	
HRA VEBA (KC-BEN60)	09-075-0010	10/11/13	10/18/13	\$ 2,888.00	
Dept of L&I	09-075-0010	10/29/13	09/30/13	\$ 12,065.75	
CONSENT AGENDA RESOLUTIONS					
Item #	Resolution #	Description			
None					

4. PUBLIC INPUT

No members of the public attended the meeting.



**Highline Water District
Regular Board Meeting Minutes
October 16, 2013**

5. RESOLUTIONS/MOTIONS

Resolution 13-10-16A authorizing design contract #13-60-14 with Parametrix, Inc. for Project 13-5 South 179th Street Water Main Replacement. Motion duly made and seconded. After discussion, the motion carried.

Motion 13-10-16(1) duly made and seconded to authorize a 1.3% Cost of Living Adjustment (COLA) for non-bargaining employees. After discussion, the motion carried.

6. STAFF/COMMISSIONERS/ATTORNEY

Jeremy DelMar

6.1 Project 13-1A & B Angle Lake Water Main Replacement – Jeremy informed the Board that the District fulfilled the Cultural Resource Consultation process outlined in the Governor’s Executive Order 05-05. The District is now eligible to draw funds from the Public Works Trust Fund Loan.

Debbie Prior

6.2 State Audit – The District’s audit is going well and the auditor expects to complete the audit by the end of the week. The exit conference will be held sometime in November.

6.3 3rd Quarter Financials – Budget vs. Actual/Draft 2014 Budget – Copies will be emailed to the Commissioners this Friday for their review. The draft budget and financials will be discussed at the 10/22/13 Board Workshop.

Matt Everett

6.4 2014 Water Rate Adjustment – Matt informed the Board that he is proposing an approximate 2.4% rate increase. The proposed rate increase will be discussed in further detail at the 10/22/13 Board Workshop meeting.

6.5 HWD Water Supply vs. Water Sales (Jan – Sept 2013) – Water sales were at 2,094,683 CCFs, a slight increase from 2012. The unaccounted-for water loss was approximately 6%, better than the past few years.

Vince Koester

6.6 Commissioner Koester inquired about the security of the District’s rented hydrant meters on project job sites. Jeremy responded.

Kathleen Quong-Vermeire

6.7 Commissioner Quong-Vermeire will miss the 10/22/13 Board Workshop (attending IACC Conference) and the 11/6/13 Regular Board meeting (vacation).



**Highline Water District
Regular Board Meeting Minutes
October 16, 2013**

There being no further business of the District, President Johnson concluded the meeting at 4:32 p.m.

BOARD OF COMMISSIONERS

Daniel Johnson, President

Kathleen Quong-Vermeire, Secretary

Gerald R. Guite, Commissioner

Vince Koester, Commissioner

George Landon, Commissioner