



Highline Water District Regular Board Meeting Minutes November 6, 2013

ATTENDEES		
COMMISSIONERS Gerald R. Guite (Vac) Daniel Johnson Vince Koester George Landon Kathleen Quong-Vermeire (Vac)	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 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.

Minutes: October 22, 2013 Workshop

WARRANTS				
Fund Name	Fund No.	Warrant Date	Vouchers	AMOUNT
Maintenance	09-075-0010	11/07/13	17010 - 17042	\$ 117,667.99
Construction	09-075-0030	11/07/13	901555 - 901557	\$ 37,230.17
Maintenance - Payroll	09-075-0010	11/01/13	302456 - 302456	\$ 477.94
ELECTRONIC TRANSFER FUNDS				
Fund Name	Fund No.	Period Ending	EFT Transfer Date	AMOUNT
Payroll Tax	09-075-0010	10/25/13	11/06/13	\$ 22,927.85
Direct Deposit – Payroll (KC-PAY47)	09-075-0010	10/25/13	11/01/13	\$ 61,614.03
Dept of Retirement	09-075-0010	10/25/13	11/15/13	\$ 12,145.08
Dept of Retirement - Deferred Compensation	09-075-0010	10/25/13	11/01/13	\$ 2,886.50
Health Equity (KC-BEN96)	09-075-0010	10/25/13	11/01/13	\$ 187.00
Health Equity (KC-BEN105)	09-075-0010	10/25/13	11/01/13	\$ 73.40
Health Equity (KC-BEN106)	09-075-0010	10/25/13	11/01/13	\$ 37.00
HRA VEBA (KC-BEN60)	09-075-0010	10/25/13	11/01/13	\$ 2,888.00
Dept of Revenue - B&O Tax	09-075-0010	09/30/13	10/28/13	\$ 83,527.52
CONSENT AGENDA RESOLUTIONS				
Item #	Resolution #	Description		
3.1	13-11-6A	Accept Developer Extension as Complete (Westwood Ridge)		

4. PUBLIC INPUT

No members of the public attended the meeting.



**Highline Water District
Regular Board Meeting Minutes
November 6, 2013**

5. RESOLUTIONS/MOTIONS

Resolution 13-11-6A accepting as complete the Westwood Ridge developer extension was approved under the Consent Agenda.

Motion 13-11-6(1) duly made and seconded authorizing reimbursement to the owner of property located at 5307 S 166th Street for connection charges paid in 2008. After discussion, the motion carried. Reference Item 6.1.

6. COMMISSIONERS/STAFF/ATTORNEY

Jeremy DelMar

- 6.1 Owner Request for Reimbursement of Connection Charges – The owner of property located at 5307 S 166th Street requested a refund of the connection charges he paid in late 2008 prior to the 2009 increase of the general and local facility charges. The owner decided not to develop the property due to the economic downturn and has not requested connection to the system. Discussion ensued. The Board was in agreement to reimburse the connection charges to the owner. Action Taken: See Motion 13-11-6(1).
- 6.2 Meter Application – “Futures” – Staff requested a policy change to HWDC Section 10.03.012 to allow for installation of “future services” in which the developer will pay for the installation of service upfront but will be allowed to pay the connection fees at the time service is requested. Staff will present a resolution at the 11/20/13 Board meeting.

Debbie Prior

- 6.3 Rate Hearing at 11/20/13 Board Meeting – Debbie informed the Board that management will present proposed revisions to labor rates, water service installation charges and water rates.

Matt Everett

- 6.4 HWD Newsletter – Matt distributed the winter edition of the Waterline for the Board to review.
- 6.5 City of Normandy Park – Matt met with the new City Manager, Glenn Akramoff, on Monday (11/4/13) to discuss working with the District on capital improvement projects for the mutual benefit of the residents. Mr. Akramoff plans to hire a City Engineer in the near future.
- 6.6 City of Tukwila – Matt and Jeremy met with Pat Brodin, Operations Manager on 10/31/13 and discussed the following: (1) Tukwila is updating its Water Supply Comprehensive Plan and wants to revise the current intertie agreement with Highline to reflect being a member of the Cascade Water Alliance; (2) Tukwila’s new water storage requirements per Seattle Public Utilities and the Department of Health; (3) Potential for Highline to serve 10 Tukwila customers located on the north side of Tukwila’s system.
- 6.7 KCWD 54 – Matt informed the Board that Eric Clarke, WD 54 Manager, asked if the District would be interested in assisting WD 54 with field work. The Board was in agreement for further discussions with Eric.



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Regular Board Meeting Minutes
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BOARD OF COMMISSIONERS

Daniel Johnson, President

Kathleen Quong-Vermeire, Secretary

Gerald R. Guite, Commissioner

Vince Koester, Commissioner

George Landon, Commissioner