



Highline Water District Regular Board Meeting Minutes December 18, 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, Insee 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: December 4, 2013 Regular Meeting

WARRANTS					
Fund Name	Fund No.	Warrant Date	Vouchers		AMOUNT
Maintenance	09-075-0010	12/18/13	17120	- 17167	\$ 391,729.37
Construction	09-075-0030	12/18/13	901566	- 901572	\$ 45,295.22
Maintenance - Payroll	09-075-0010	12/13/13	302463	- 302463	\$ 591.86

ELECTRONIC TRANSFER FUNDS					
Fund Name	Fund No.	Period Ending	EFT Transfer Date		AMOUNT
Payroll Tax	09-075-0010	12/06/13	12/18/13		\$ 23,642.43
Direct Deposit – Payroll (KC-PAY47)	09-075-0010	12/06/13	12/13/13		\$ 63,704.59
Dept of Retirement	09-075-0010	12/06/13	01/15/14		\$ 12,454.91
Dept of Retirement - Deferred Compensation	09-075-0010	12/06/13	12/13/13		\$ 3,178.50
Health Equity (KC-BEN96)	09-075-0010	12/06/13	12/13/13		\$ 187.00
Health Equity (KC-BEN105)	09-075-0010	12/06/13	12/13/13		\$ 73.40
Health Equity (KC-BEN106)	09-075-0010	12/06/13	12/13/13		\$ 37.00
HRA VEBA (KC-BEN60)	09-075-0010	12/06/13	12/13/13		\$ 2,888.00

CONSENT AGENDA RESOLUTIONS		
Item #	Resolution #	Description
None		

4. PUBLIC INPUT

No members of the public attended the meeting.

5. RESOLUTIONS/MOTIONS

Resolution 13-12-18A adopting the 2014 Goals & Objectives. Motion duly made and seconded. After discussion, the motion carried.



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5. RESOLUTIONS/MOTIONS

Resolution 13-12-18B accepting as complete construction contract #13-70-12 with Riverton Contractors, Inc. for Project 13-4 S 178th St Water Main Replacement. Motion duly made and seconded. After discussion, the motion carried.

Resolution 13-12-18C accepting as complete Project 12-2 S 168th St Water Main Replacement. Motion duly made and seconded. After discussion, the motion carried.

Resolution 13-12-18D authorizing developer extension agreement (Cedarbrook Lodge Expansion). Motion duly made and seconded. After discussion, the motion carried.

Motion 13-12-18(1) authorizing for customer N. Perovich a second and final leak credit adjustment and waiving the requirement for private water line replacement as outlined in District policy (HWDC Chapter 11.04 Billing and Collections, Section 11.04.120 Leak/Leak Adjustment). After discussion, the motion carried. Reference Item 6.3.

6. COMMISSIONERS/STAFF/ATTORNEY

Jeremy DelMar

6.1 Project 12-1 Military Rd S Water Main Replacement – The contractor has installed approximately 2,700 LF of 12" ductile iron water main. Due to conflicts with other portions of the construction, the contractor has expedited the installation of the water main.

The storm improvements on the east side of the road are adjacent to approximately 1,600 LF of A.C. water main. The District's A.C. water main may have to be removed in lieu of being abandoned-in-place. Provisions in the contract include the removal of A.C. main by force account. The District has requested via the City for the contractor to prepare a fixed linear foot price to abate the A.C. water main by change order. Next Monday (12/23/13), District crews and surveyors will assess the depth of the A.C. water main.

Debbie Prior

6.2 Affordable Health Care (ACA) Webinar – Commissioner Quong-Vermeire attended the webinar and requested more information on "Cadillac Plans." Debbie reported the following:

Cadillac Plans - ACA: Full Family - \$27,000 per year; Single - \$10,200 per year

The PEBB coverage (Full Family - \$21,000 per year; Single - \$8,700 per year) does not meet the maximum; therefore, the District is exempt from paying a 40% tax on amount over the ACA limits.

Matt Everett

6.3 Customer Request for Second Leak Credit Adjustment – Customer N. Perovich requested a second leak credit adjustment without replacing private service line as required by District policy. The customer explained in emails to the General Manager that replacing the service line would involve disturbing a paved driveway and extensive landscaping. The estimated credit is \$200.00. The General Manager informed the customer that he would bring the request for an exception to the District's policy of not replacing the service line to the Board of Commissioners at the 12/18/13 Board meeting. Action Taken: Reference Item 5 – Motion 13-12-18(1).

6.4 12/10/13 – 8:00 a.m. Emergency Repair @ 615 S 200th St – District crews repaired a vertical crack on the 6" AC water main with a stainless steel band. Water service was reestablished at 11:00 a.m. The water loss was estimated at 27,000 gallons.



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6. COMMISSIONERS/STAFF/ATTORNEY

- 6.5 City of Burien – HWD Rate Revenue – The City Manager’s office called Matt and requested Highline’s rate revenue within the City. The City is seeking additional revenue and also wants to revise the franchise agreement with the District and possibly charge a franchise fee.
- 6.6 Reduction of Lead in Drinking Water Act – The U.S. Senate passed HR3588, the Community Fire Safety Act, which will exempt fire hydrants from compliance with the Reduction of Lead in Drinking Water Act.
- 6.7 2014 Commissioners’ Workshop, Saturday, January 25, 2014 – Included in the Board packet was the registration form for the Commissioners.

There being no further business of the District, President Johnson concluded the meeting at 4:40 p.m.

BOARD OF COMMISSIONERS

Daniel Johnson, President

Kathleen Quong-Verneire, Secretary

Gerald R. Guite, Commissioner

Vince Koester, Commissioner

George Landon, Commissioner