



## Highline Water District Regular Board Meeting Minutes January 15, 2014

ATTENDEES		
<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, Engr./Operations Mgr. Debra Prior, Administrative Manager Mary Fossos, Project Coordinator, CIPs	<b>HWD ATTORNEY(S)</b> John Milne, Inslee Best  <b>VISITORS</b>
Strikeouts indicate absence		

**1. CALL TO ORDER**

Secretary Landon 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:** January 2, 2014 Regular Meeting

WARRANTS						
Fund Name	Fund No.	Warrant Date	Vouchers		AMOUNT	
Maintenance	09-075-0010	01/16/14	17207	-	17243	\$ 112,122.53
Construction	09-075-0030	01/16/14	901575	-	901575	\$ 4,972.68

ELECTRONIC TRANSFER FUNDS					
Fund Name	Fund No.	Period Ending	EFT Transfer Date	AMOUNT	
Payroll Tax	09-075-0010	01/03/14	01/15/14	\$	23,266.33
Direct Deposit – Payroll (KC-PAY47)	09-075-0010	01/03/14	01/10/14	\$	61,958.75
Dept of Retirement	09-075-0010	01/03/14	02/14/14	\$	12,391.05
Dept of Retirement - Deferred Compensation	09-075-0010	01/03/14	01/10/14	\$	3,190.50
Health Equity (KC-BEN96)	09-075-0010	01/03/14	01/10/14	\$	197.95
Health Equity (KC-BEN105)	09-075-0010	01/03/14	01/10/14	\$	88.36
HRA VEBA (KC-BEN60)	09-075-0010	01/03/14	01/10/14	\$	3,507.67
Dept of Labor & Industries	09-075-0010	12/31/13	01/30/14	\$	13,482.74

CONSENT AGENDA RESOLUTIONS		
Item #	Resolution #	Description
None		

**4. PUBLIC INPUT**

No members of the public attended the meeting.

**5. RESOLUTIONS/MOTIONS**

Resolution 14-1-15A accepting as Complete Project 11-3 Segment 2 – S 216th St (SCI Infrastructure, LLC (Contractor) / City of Des Moines (Lead Agency)). Motion duly made and seconded. After discussion, the motion carried.



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**6. STAFF/COMMISSIONERS/ATTORNEY**

**Debbie Prior**

- 6.1 King County 6th Annual Investment Pool Meeting – 1/23/14, Bellevue City Hall – Debbie plans to attend the meeting next week.

**Jeremy DelMar**

- 6.2 AT&T Cell Tower – North Hill Tank – AT&T has expressed interest in developing a cellular site at the District's North Hill Tank. Jeremy reviewed the site lease process with the Board. The District is proceeding with the Entry and Testing Agreement for AT&T to determine if the site is feasible. The District is reviewing the current site lease agreement to ensure that the lease fees and administrative costs are comparable with industry standards.

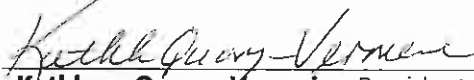
- 6.3 Annual Consulting Services – For the Board's consideration at the 1/28/14 Board Workshop, staff will present a resolution to authorize an agreement for On-Call General Engineering Services with PACE Engineers, Inc. and a resolution to authorize an agreement for Scada Support Services with S&B Inc.

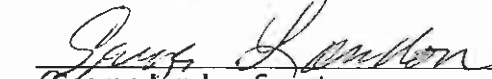
**Matt Everett**

- 6.4 Enduris Board Position No. 5 – Matt informed the Commissioners that Enduris (insurance pool) is seeking candidates for vacant Board position and if interested in applying to let him know.
- 6.5 2013 Water Supply vs Water Sales – Matt informed the Board that the 2013 water sales were slightly higher (+42,245 ccf) than in 2012 and the unaccounted for water loss in 2013 was approximately 5.6%, which is better than it has been in the past few years.
- 6.6 Second Leak Adjustment Credit – Matt received an email from customer (Perovich) thanking the District for assistance and the Board for authorizing the second adjustment.

There being no further business of the District, Secretary Landon concluded the meeting at 4:19 p.m.

**BOARD OF COMMISSIONERS**

  
Kathleen Quong-Vermeire, President

  
George Landon, Secretary

  
Gerald R. Guite, Commissioner

  
Daniel Johnson, Commissioner

  
Vince Koester, Commissioner