



**Highline Water District
Regular Board Meeting Minutes
January 2, 2014**

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 9:00 a.m.

1A. ADMINISTRATION – OATH OF OFFICE TO RE-ELECTED COMMISSIONERS

Johnson (Position No. 2) and Landon (Position No. 4)

John Milne, HWD Attorney, administered the oath of office for six-year terms (2014-2019) to Commissioner Johnson (Position No. 2) and Commissioner Landon (Position No. 4).

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 18, 2013 Regular Meeting

WARRANTS						
Fund Name	Fund No.	Warrant Date	Vouchers		AMOUNT	
Maintenance	09-075-0010	01/03/14	17168	- 17206	\$	68,306.22
Construction	09-075-0030	01/03/14	901573	- 901574	\$	375,361.58
Maintenance - Payroll	09-075-0010	12/27/13	302464	- 302464	\$	400.96

ELECTRONIC TRANSFER FUNDS					
Fund Name	Fund No.	Period Ending	EFT Transfer Date	AMOUNT	
Payroll Tax	09-075-0010	12/20/13	12/31/13	\$	22,586.86
Direct Deposit – Payroll (KC-PAY47)	09-075-0010	12/20/13	12/27/13	\$	62,183.89
Dept of Retirement	09-075-0010	12/20/13	01/15/14	\$	12,244.80
Dept of Retirement - Deferred Compensation	09-075-0010	12/20/13	12/27/13	\$	3,178.50
Health Equity (KC-BEN96)	09-075-0010	12/20/13	12/27/13	\$	187.00
Health Equity (KC-BEN105)	09-075-0010	12/20/13	12/27/13	\$	73.40
Health Equity (KC-BEN106)	09-075-0010	12/20/13	12/27/13	\$	37.00
HRA VEBA (KC-BEN60)	09-075-0010	12/20/13	12/27/13	\$	2,888.00
Dept of Revenue-B&O Tax	09-075-0010	11/30/13	12/27/13	\$	59,953.92

CONSENT AGENDA RESOLUTIONS		
Item #	Resolution #	Description
None		

4. PUBLIC INPUT

No members of the public attended the meeting.



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5. RESOLUTIONS/MOTIONS

Resolution 14-1-2A electing the President of the Board of Commissioners. Motion duly made and seconded nominating Commissioner Quong-Vermeire to serve as President of the Board in 2014. After discussion, the motion carried.

Resolution 14-1-2B electing the Secretary of the Board of Commissioners. Motion duly made and seconded nominating Commissioner Landon to serve as Secretary of the Board in 2014. After discussion, the motion carried.

6. PRESENTATION OF PLAQUE TO OUTGOING PRESIDENT (DANIEL JOHNSON)

Newly elected Board President Kathleen Quong-Vermeire presented Commissioner Johnson with a plaque commending his service as the 2013 Board President.

7. STAFF/COMMISSIONERS/ATTORNEY

Jeremy DelMar

7.1 Project 12-1 Military Rd S (S 176th St to S 166th St) – The contractor will have all water main installed by the end of next week. Installation of services will follow. The District is waiting for the cost proposal from the contractor to remove a portion of the existing A.C. water main where it conflicts with proposed storm. A change order will be presented to the Board at a future meeting.

7.2 Project 13-1A & B – Angle Lake Water Main Replacement – The majority of legal descriptions for required easements have been prepared. BHC Consultants will continue meeting with property owners to obtain signatures.

Matt Everett

7.3 WASWD 1/25/14 Commissioners' Workshop (Lynnwood, WA) – Matt asked the Commissioners if they planned to attend the Workshop. District staff will register Commissioners' Guite, Koester and Quong-Vermeire for the workshop.

7.4 New Mileage Rate – The maximum state mileage rate reimbursement is 56 cents per mile effective January 1 to December 31, 2014.

There being no further business of the District, President Quong-Vermeire concluded the meeting at 9:21 a.m.

BOARD OF COMMISSIONERS

Kathleen Quong-Vermeire, President

George Landon, Secretary

Gerald R. Guite, Commissioner

Daniel Johnson, Commissioner

Vince Koester, Commissioner