



**Highline Water District
Board Workshop Minutes
January 28, 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 Quong-Vermeire 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: January 15, 2014 Regular Meeting

WARRANTS					
Fund Name	Fund No.	Warrant Date	Vouchers		AMOUNT
Maintenance	09-075-0010	01/30/14	17244	-	17281
Construction	09-075-0030	01/30/14	901576	-	901580
					\$ 263,279.45
					\$ 53,578.98

ELECTRONIC TRANSFER FUNDS				
Fund Name	Fund No.	Period Ending	EFT Transfer Date	AMOUNT
Payroll Tax	09-075-0010	01/17/14	01/29/14	\$ 23,877.45
Direct Deposit – Payroll (KC-PAY47)	09-075-0010	01/17/14	01/24/14	\$ 63,038.58
Dept of Retirement	09-075-0010	01/17/14	02/14/14	\$ 12,602.60
Dept of Retirement - Deferred Compensation	09-075-0010	01/17/14	01/24/14	\$ 3,240.50
Health Equity (KC-BEN96)	09-075-0010	01/17/14	01/24/14	\$ 197.95
Health Equity (KC-BEN105)	09-075-0010	01/17/14	01/24/14	\$ 88.36
HRA VEBA (KC-BEN60)	09-075-0010	01/17/14	01/24/14	\$ 3,507.67
Dept of Revenue - B&O Tax	09-075-0010	12/31/13	01/28/14	\$ 50,940.84

CONSENT AGENDA RESOLUTIONS		
Item #	Resolution #	Description
None		

4. PUBLIC INPUT

No members of the public attended the meeting.

5. RESOLUTIONS/MOTIONS

Resolution 14-1-28A accepting developer extension as complete (Normandy Park Market). This resolution was accepted as complete under the consent agenda.



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Resolution 14-1-28B accepting as complete maintenance contract #12-50-07 with AA Asphalt, Inc. for Small Site Asphalt and Concrete Patching Repair Work. Motion duly made and seconded. After discussion, the motion carried.

Resolution 14-1-28C authorizing 2014 General Engineering Services Contract #14-50-01 with PACE Engineers, Inc. Motion duly made and seconded. After discussion, the motion carried.

Resolution 14-1-28D authorizing SCADA Support Services Contract #14-50-02 with S&B Inc. Motion duly made and seconded. After discussion, the motion carried.

Resolution 14-1-28E authorizing Change Order No. 1 for Project 12-1 Military Rd S Water Main Replacement (S 176th St to S 166th St). Motion duly made and seconded. After discussion, the motion carried.

Motion 14-1-28(1) duly made and seconded authorizing acceptance of payment in the amount of \$500 from Sound Earthworks, Inc. and waiving additional \$500 owed (as required per HWDC Chapter 6.04 Rates, Section 6.04.030 – Hydrant Meters Table 8) to settle a \$1,000 fine for unauthorized use of District hydrant by Les Russell Construction (insolvent) After discussion, the motion carried.

6. STAFF/COMMISSIONERS/ATTORNEY

Debbie Prior

- 6.1 Petty Cash Fund – Staff will present a resolution at the 2/5/14 Board meeting to amend Highline Water District Code (Chapter 5.08 Petty Cash Fund, Section 5.08.010) to increase the petty cash fund by \$150.00 in order to add a fourth cash drawer.
- 6.2 King County 6th Annual Investment Pool Meeting – 1/23/14, Bellevue City Hall – Debbie attended the meeting and commented as follows: The King County investment pool is the 17th largest in the United States. The pool is strong and the economy is improving. The pool is now investing .49% in commercial paper. The majority of the pool's investments are in U.S. Treasury and Federal Agency. The pool is earning .50%.

Matt Everett

- 6.3 WASWD Board Meeting - 1/27/14 – Matt attended the meeting yesterday. The WASWD Board of Directors have agreed to contribute up to \$15,000 to Inslee Best to assist with legal expenses for Art Wademaker regarding a summary judgment filed asking the Superior Court to affirm the public's right to vote prior to a city entering into the water/sewer business.



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There being no further business of the District, President Quong-Vermeire concluded the meeting at 9:44 a.m.

BOARD OF COMMISSIONERS

Kathleen Quong-Vermeire, President

George Landon
George Landon, Secretary

Gerald R. Guite
Gerald R. Guite, Commissioner

Daniel Johnson
Daniel Johnson, Commissioner

Vince Koester
Vince Koester, Commissioner