



Highline Water District Regular Board Meeting Minutes February 19, 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 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: February 5, 2014 Regular Meeting

WARRANTS					
Fund Name	Fund No.	Warrant Date	Vouchers		AMOUNT
Maintenance	09-075-0010	02/06/14	17282	-	17296
Construction	09-075-0030	02/06/14	901581	-	901582
Maintenance - Payroll	09-075-0010	02/07/14	302465	-	302465
					\$ 703.84

ELECTRONIC TRANSFER FUNDS				
Fund Name	Fund No.	Period Ending	EFT Transfer Date	AMOUNT
Payroll Tax	09-075-0010	01/31/14	02/12/14	\$ 24,841.78
Direct Deposit – Payroll (KC-PAY47)	09-075-0010	01/31/14	02/07/14	\$ 64,216.13
Dept of Retirement	09-075-0010	01/31/14	02/14/14	\$ 12,566.36
Dept of Retirement - Deferred Compensation	09-075-0010	01/31/14	02/07/14	\$ 3,240.50
Health Equity (KC-BEN96)	09-075-0010	01/31/14	02/07/14	\$ 197.95
Health Equity (KC-BEN105)	09-075-0010	01/31/14	02/07/14	\$ 88.36
HRA VEBA (KC-BEN60)	09-075-0010	01/31/14	02/07/14	\$ 3,507.67

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 14-2-19A amending Highline Water District Code (HWDC), *Title 6 Water Service Rates and Charges, Chapter 6.04 Rates, Section 6.04.060 – General Facility Charge (GFC) Defined, Item 3 - Residential Fire Sprinkler Systems*. Motion duly made and seconded. After discussion, the motion carried.

Resolution 14-2-19B authorizing developer extension agreement (Hibbford Glen). Motion duly made and seconded. After discussion, the motion carried.

6. STAFF/COMMISSIONERS/ATTORNEY

John Milne

6.1 Public Records – The District's attorney, John Milne (Inslee, Best, Doezie & Ryder), addressed the Board to discuss public records regarding public officials.

Milne explained that for a document to be considered a public record, the document must be in writing (includes electronic format) and the content of the document is government business.

Milne strongly advised the Board to use only their District assigned email addresses for District business.

Milne updated the Board on Superior Court Case No. 13-2-01839-1 in Kitsap County against the City of Bainbridge Island regarding the Public Records Act.

Milne also addressed President Quong-Vermeire's question regarding a District policy if the District were to provide tablets for the Commissioners. Milne stated that a policy would be required and should include the following: District use only; must be kept secure; and no downloading of unauthorized applications.

Matt noted that staff is working with Lighthouse Consulting to update remote access for the Commissioners' District email accounts.

Jeremy DelMar

6.2 2015 SeaTac Sidewalk Improvements Project – 40th Ave S (from S 166th St to S 170th St) – The District operates an existing 8-inch AC water on 40th Ave S. The approximate 1,250 LF of AC water main was installed in 1952. The District would benefit by replacing the water main in conjunction with the City's project. The City will begin the design work later this year with construction in 2015.

6.3 2/11/14 Department of Health (DOH) Meeting on Water System Plan Update – The DOH will allow the District to extend the current Comprehensive Plan for up to four years. The District will need to update assumptions and complete consistency statements from local cities within the District's jurisdiction. Jeremy will prepare a Request for Proposals to select a consultant to assist with the plan extension. The DOH is continuing to work to change the requirement from a 6-year plan to a 10-year plan.

6.4 Star Lake Tank Site (Property Encroachment) – A homeowner (Lakehaven customer) adjacent to the District's Star Lake Tank site has built a shed and fence on the District's property. The District hired PACE Engineers to do a topographic survey to confirm encroachment on District property. The District's attorney, John Milne, will write a letter on the District's behalf to the homeowner requesting the shed and fence be relocated off of District property. Milne stated that a homeowner cannot adversely take over government property.



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Matt Everett

- 6.5 KCWD 54 2/18/14 Board Meeting –Matt and Jeremy attended the KCWD 54 Board meeting at the request of Commissioners' Pennington and Rayback to discuss the potential for Highline to assist KCWD 54 with field work on an as-needed basis and the steps required for KCWD 54 to merge into Highline. Matt requested the Board write a letter detailing the type of assistance required from Highline.
- 6.6 2/19/14 City of Burien Meeting w/Water-Sewer District Managers – Matt along with managers from KCWD 49 and 20, Southwest Suburban Sewer District and Valley View Sewer District met with Craig Knutson, Interim City Manager, at his request. The City is looking for ways to increase revenue. Mr. Knutson discussed entering into franchise agreements that would include a utility tax from the respective water/sewer districts based on the percentage of water/sewer rates of Burien residents. Matt informed Mr. Knutson that Highline's Board of Commissioners is opposed to any utility tax. Also discussed was the City's search for a new City manager.
- 6.7 2/19/14 General Managers Meeting – Shoreline Water District – Matt attended the meeting earlier today. Legislation discussed included ESSB 6008 which passed in the senate and moved to the house and HB 2682 regarding modifying provisions governing the competitive bidding process of Water/Sewer Districts which passed in the house and moved to Senate Governmental Operations Committee for first reading.

Commissioner Quong-Vermeire commended Blair Burroughs, WASWD Executive Director, for his efforts in promoting this legislation.

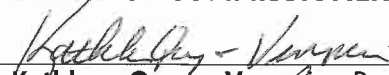
- 6.8 Enduris of Washington (Insurance Pool) – Matt distributed the Enduris 2013 Annual Report to the Board.

Kathleen Quong-Vermeire

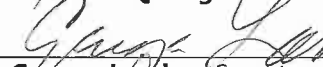
- 6.9 Evergreen Rural Water of WA – Annual Conference (2/4-6/2014) Yakima, WA – Commissioner Quong-Vermeire attended presentations by the Department of Health (DOH) relating to emergency response and security. Kathleen would like WASWD to incorporate the DOH training at one of its future conferences.

There being no further business of the District, President Quong-Vermeire concluded the meeting at 5:15 p.m.

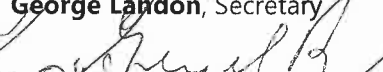
BOARD OF COMMISSIONERS




Kathleen Quong-Vermeire, President



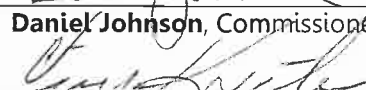
George Landon, Secretary



Gerald R. Guite, Commissioner



Daniel Johnson, Commissioner



Vince Koester, Commissioner