



# Highline Water District Board Meeting Minutes March 5, 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>
<b>Strikeouts indicate absence</b>		

**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:** February 25, 2014 Workshop Meeting

WARRANTS					
Fund Name	Fund No.	Warrant Date	Vouchers		AMOUNT
Maintenance	09-075-0010	03/06/14	17365	- 17394	\$ 282,891.94
Maintenance	09-075-0010	03/06/14	17395	- 17395	\$ 70.58
Maintenance - Payroll	09-075-0010	02/28/14	302466	- 302481	\$ 3,171.65
Maintenance - Payroll	09-075-0010	03/06/14	302482	- 302482	\$ 703.84
ELECTRONIC TRANSFER FUNDS					
Fund Name	Fund No.	Period Ending	EFT Transfer Date	AMOUNT	
Payroll Tax	09-075-0010	02/21/14	03/05/14	\$ 1,897.76	
Payroll Tax	09-075-0010	02/28/14	03/12/14	\$ 24,824.78	
Direct Deposit – Payroll (KC-PAY47)	09-075-0010	02/28/14	03/07/14	\$ 63,291.91	
Dept of Retirement	09-075-0010	02/28/14	03/14/14	\$ 12,499.90	
Dept of Retirement - Deferred Compensation	09-075-0010	02/28/14	03/07/14	\$ 3,340.50	
Health Equity (KC-BEN96)	09-075-0010	02/28/14	03/07/14	\$ 197.95	
Health Equity (KC-BEN105)	09-075-0010	02/28/14	03/07/14	\$ 88.36	
HRA VEBA (KC-BEN60)	09-075-0010	02/28/14	03/07/14	\$ 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 14-3-5A commending employee (Brandon Hoesel) for fifteen years of service with the District. Motion duly made and seconded. After discussion, the motion carried.

Resolution 14-3-5B commending employee (Jeremy DelMar) for five years of service with the District. Motion duly made and seconded. After discussion, the motion carried.

Motion to Revise Board Meeting Schedule

Commissioner Koester moved to change the meeting time of the monthly third Wednesday Board meetings from 4:00 p.m. to 9:00 a.m. Motion seconded by Commissioner Landon. After discussion, Commissioner Koester moved to amend his motion by inserting the wording "with the provision that the time change will be reviewed in six months by the Board and staff." Motion seconded by Commissioner Landon. After discussion, the motion carried.

Motion 14-3-5(1) duly made and seconded to change the meeting time of the monthly third Wednesday Board meetings from 4:00 p.m. to 9:00 a.m. with the provision that the time change will be reviewed in six months by the Board and staff. After discussion, the motion carried 3 to 2, with Commissioners' Guite and Quong-Vermeire voting no.

*Per RCW 42.30.070 – Times and Places for Meetings – Emergencies – Exception, a resolution is required to be brought before the Board in order to establish the new meeting schedule. District staff will prepare Resolution 14-3-5C for the Board members signatures at the March 19, 2014 meeting.*

### 6. STAFF/COMMISSIONERS/ATTORNEY

#### Jeremy DelMar

6.1 Project 13-2 DMTP Onsite Sodium Hypochlorite Generation – Jeremy informed the Board that the project will be advertised for bids on March 13th and 20th with the bid opening set for March 27th at 2:00 p.m. A resolution will be presented to the Board to award at the first Board meeting in April.

#### Debbie Prior

6.2 Part-time Janitor Position – The District is seeking applications/proposals for a janitor or a janitorial service.

6.3 PEBB's Premium Surcharges and Wellness Incentive – Debbie will bring more information for discussion at the 3/19/14 Board meeting.

#### Matt Everett

##### 6.4 Legislative Update

Substitute Senate Bill 6008 (assumption of a special purpose district) which would have allowed citizens the right to vote for their utility provider did not get out of the House Committee and died.

HB 2682 regarding the competitive bidding process of water/sewer districts is now in the Senate Rules Committee.

Summary of Engrossed Senate Bill 5514: A city, town, or metropolitan municipal corporation may not charge rates, charges, noncapital fees, or other costs for any vacant lot in a manufactured housing community while the lot is vacant unless the lot is receiving individually water, light, power, or heat services or the landlord voluntarily elects to continue the rates, charges, noncapital fees, or other costs during the period the lot is vacant. Passed to House Rules Committee for second reading. WASWD is opposed to this legislation.



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- 6.5 Boy Scouts Tour of McMicken Heights Treatment Plant – The District received thank-you cards from Boy Scouts Troop 375 for the tour given by Shane Heflen, Treatment/SCADA Operator and Mike Becker, Operations Supervisor.

**Dan Johnson**

- 6.6 KCWD 54 - Commissioner Johnson commented that he spoke with KCWD 54 Commissioner Pennington and clarified that Highline requested a letter from KCWD 54's Board outlining the assistance they want from Highline.

**Kathleen Quong-Vermeire**

- 6.7 Community Emergency Response Teams (CERT) 3/1/14-3/2/14 – Commissioner Quong-Vermeire attended workshops on Hazardous Materials and Structural Integrity of Buildings. Kathleen would like WASWD to incorporate the training at one of its future conferences.

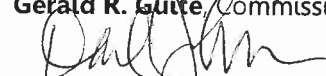
There being no further business of the District, President Quong-Vermeire concluded the meeting at 9:40 a.m.

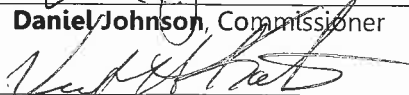
**BOARD OF COMMISSIONERS**

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**Kathleen Quong-Vermeire**, President

  
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**George Landon**, Secretary

  
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**Gerald R. Gütte**, Commissioner

  
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**Daniel Johnson**, Commissioner

  
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**Vince Koester**, Commissioner