



Highline Water District Board Meeting Minutes March 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

Secretary Landon 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:		March 5, 2014 Regular Meeting				
WARRANTS						
Fund Name	Fund No.	Warrant Date	Vouchers			AMOUNT
Maintenance	09-075-0010	03/20/14	17396	-	17462	\$ 132,934.27
Construction	09-075-0030	03/20/14	901588	-	901592	\$ 36,626.62
CONSENT AGENDA RESOLUTIONS						
Item #	Resolution #	Description				
None						

4. PUBLIC INPUT

No members of the public attended the meeting.

5. RESOLUTIONS/MOTIONS

Resolution 14-3-5C (from the March 5, 2014 regular meeting) was signed by Board establishing a new Board meeting schedule.

6. 4TH QUARTER FINANCIAL REPORT 12/31/13

The Commissioners were provided a copy of the year-end financial report. Debbie and Matt reviewed the 4th Quarter Financial Report and answered questions of the Board.

7. STAFF/COMMISSIONERS/ATTORNEY

Jeremy DelMar

7.1 Project 14-1 Comprehensive Water System Plan Update – Request for proposals were sent to four consultants (Carollo, Gray & Osborne, Kennedy/Jenks, and PACE) from the MRSC Consultant Roster. The proposals are due 4/4/14.



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7. STAFF/COMMISSIONERS/ATTORNEY

- 7.2 Project 13-1A Angle Lake Water Main Replacement – Matt and Jeremy met with Tony Fisher and Gary Bourne (BHC Consultants) to discuss the status of the contract schedule for the design and obtaining required easements. Matt and Jeremy expressed their concerns with BHC regarding the lack of permanent easements obtained with only six months remaining on BHC's 15-month contract. Mr. Fisher and Mr. Bourne assured Matt and Jeremy that they expect the design to be completed by the end of summer and a fall bid for construction.
- 7.3 Project 13-1B Military Rd S (Angle Lake) Water Main Replacement – This project is on schedule and will bid this spring. Stantec is the design consultant.

Debbie Prior

- 7.4 Medical Forms (Public Employees Benefits Board (PEBB) Program) – Debbie briefly explained how to register to use the on-line *My Account* which allows access to the PEBB Program. The PEBB Program will be discussed in more detail at the 4/2/14 Board meeting.


Matt Everett

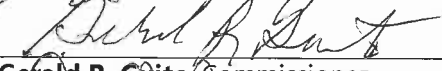
- 7.5 King County Water District 54 (KCWD 54) – Matt received a letter dated 3/10/14 from Eric Clarke, District Manager, KCWD 54, as a follow-up of the 2/18/14 KCWD 54 Commissioner meeting which Matt and Jeremy attended. Eric requested that Highline's legal counsel prepare an Interlocal Agreement between the two agencies that would include Highline's time and materials costs for maintenance work and on-call emergency services. Mr. Clarke confirmed that the cost associated with preparing the interlocal agreement would be borne by KCWD 54.
- 7.6 2013 Annual Report – The Board received a copy of the District's 2013 Annual Report for their review/comments. The annual report will be discussed at the 3/25/14 Board Workshop meeting.

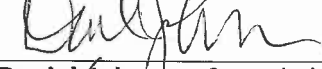
There being no further business of the District, Secretary Landon concluded the meeting at 9:49 a.m.

BOARD OF COMMISSIONERS


Kathleen Quong-Vermetre, President


George Landon, Secretary


Gerald R. Grite, Commissioner


Daniel Johnson, Commissioner


Vince Koester, Commissioner