



Highline Water District Regular Board Meeting Minutes April 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 Patricia Guite
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: March 25, 2014 Workshop Meeting

WARRANTS				
Fund Name	Fund No.	Warrant Date	Vouchers	AMOUNT
Maintenance	09-075-0010	04/03/14	17486 - 17506	\$ 252,041.06
Construction	09-075-0030	04/03/14	901593 - 901593	\$ 630.80
Maintenance - Payroll	09-075-0010	04/04/14	302484 - 302485	\$ 1,014.73

ELECTRONIC TRANSFER FUNDS				
Fund Name	Fund No.	Period Ending	EFT Transfer Date	AMOUNT
Payroll Tax	09-075-0010	03/28/14	04/09/14	\$ 24,504.43
Direct Deposit – Payroll (KC-PAY47)	09-075-0010	03/28/14	04/04/14	\$ 61,729.93
Dept of Retirement	09-075-0010	03/28/14	04/15/14	\$ 12,386.16
Dept of Retirement - Deferred Compensation	09-075-0010	03/28/14	04/04/14	\$ 3,540.50
Health Equity (KC-BEN96)	09-075-0010	03/28/14	04/04/14	\$ 197.95
Health Equity (KC-BEN105)	09-075-0010	03/28/14	04/04/14	\$ 88.36
HRA VEBA (KC-BEN60)	09-075-0010	03/28/14	04/04/14	\$ 3,507.67
Dept of Labor & Industries	09-075-0010	03/31/14	04/28/14	\$ 11,415.54

CONSENT AGENDA RESOLUTIONS		
Item #	Resolution #	Description
None		

4. PUBLIC INPUT

No members of the public addressed the Board.



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5. RESOLUTIONS/MOTIONS

Resolution 14-4-2A awarding Construction Contract 14-70-04 to Gary Harper Construction, Inc. for Project 13-2 Des Moines Treatment Plant On-Site Sodium Hypochlorite Generation. Motion duly made and seconded. After discussion, the motion carried.

Motion 14-4-2(1) duly made and seconded: "Pursuant to HWD Personnel Manual, Chapter 3.05 Employee Benefits, Section 3.05.020(12) Vacations, the Board of Commissioners authorizes management to set up a method to allow employees to convert up to 40 hours of accrued vacation time or compensatory time into a cash donation for the Oso Washington Landslide victims through the following charities: (1) American Red Cross – Northwest Response; (2) United Way of Snohomish County; (3) Salvation Army - Northwest Divisional Headquarters; (4) Cascade Valley Hospital Foundation; or (5) Animal Rescue Foundation, as the employee may direct.

The expiration date to participate in this one-time donation is April 18, 2014.

In no way is an employee to be coerced to participate in this one-time only deviation of HWD Personnel Manual, Chapter 3.05 Employee Benefits, Section 3.05.020(12) Vacations."

After discussion, the motion carried.

Motion 14-4-2(2) duly made and seconded to authorize a refund to Polygon (Scocollo Pod A Development) for the difference in charges previously paid for a 1-1/2" service compared to the current rates for a 3/4" service. After discussion, the motion carried (Reference Item 7.2).

6. PUBLIC EMPLOYEES BENEFITS BOARD (PEBB) PROGRAM - DISCUSSION

Debbie and Matt reviewed the website steps for attesting to the Premium Surcharges (tobacco use, spousal coverage) and the Wellness Incentive. The premium surcharges must be attested to by May 15, 2014. The Wellness Incentive must be attested to by June 30, 2014 to be eligible for a \$125 incentive toward 2015 health care expenses.

7. STAFF/COMMISSIONERS/ATTORNEY

Jeremy DelMar

7.1 S 179th St Water Main Replacement - The District is in the process of negotiating an Interlocal Agreement with the City of SeaTac in conjunction with the City's sidewalk improvement project. The city plans to advertise in May with construction to begin this summer.

7.2 Polygon "Scocollo Pod A" Development - Request for GFC Refund - The developer paid in advance a general facility charge for a future 1-1/2" water service and meter that the Developer never placed in service. The developer now requests a 3/4" meter at the same location and has requested a refund of the difference in charges. The District currently does not have a policy in place to refund a general facility charge for a service never used.

Jeremy and Matt will bring a policy to the Board of Commissioners to address future scenarios for requests regarding paid connection charges for future services.

Action Taken: Reference Motion 14-4-2(2).



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7. STAFF/COMMISSIONERS/ATTORNEY

Debbie Prior

7.3 Public Records and Open Public Meetings – Debbie provided the Board with a summary from the Attorney General’s Office regarding the 2014 Open Government Trainings Act that was enacted by the Washington State Legislature, effective July 1, 2014. The Act requires that public officials and records officers receive records training and open public meetings training. The District will maintain a training log.

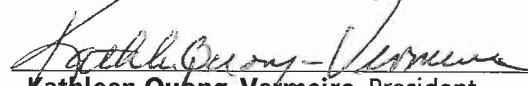
Matt Everett

7.4 Enduris Board of Directors Election – Matt informed the Commissioners that there are two (2) positions open for the Enduris Board of Directors. The deadline for nominations is April 25, 2014.


7.5 KCWD 54 & HWD Agreement for Services – Highline is working on an Interlocal Agreement to provide routine maintenance and emergency repairs for KCWD 54. The agreement will include Highline’s current equipment and labor rates, materials, any third party costs and a ten percent administration fee. In addition, the agreement will include indemnification language and insurance requirements.

There being no further business of the District, President Quong-Vermeire concluded the meeting at 9:48 a.m.

BOARD OF COMMISSIONERS



Kathleen Quong-Vermeire, President



George Landon, Secretary



Gerald R. Gutte, Commissioner



Daniel Johnson, Commissioner



Vince Koester, Commissioner