



**Highline Water District
Board Workshop Minutes
April 22, 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: April 16, 2014 Regular Meeting

WARRANTS				
Fund Name	Fund No.	Warrant Date	Vouchers	AMOUNT
Maintenance	09-075-0010	04/24/14	17556 - 17580	\$ 48,579.14
Construction	09-075-0030	04/24/14	901598 - 901599	\$ 17,452.95
Maintenance - Payroll (special)	09-075-0010	04/25/14	17581 - 17583	\$ 1,752.52

ELECTRONIC TRANSFER FUNDS				
Fund Name	Fund No.	Period Ending	EFT Transfer Date	AMOUNT
Payroll Tax	09-075-0010	04/11/14	04/23/14	\$ 23,994.41
Direct Deposit – Payroll (KC-PAY47)	09-075-0010	04/11/14	04/18/14	\$ 62,158.11
Dept of Retirement	09-075-0010	04/11/14	05/15/14	\$ 12,425.17
Dept of Retirement - Deferred Compensation	09-075-0010	04/11/14	04/18/14	\$ 3,540.50
Health Equity (KC-BEN96)	09-075-0010	04/11/14	04/18/14	\$ 197.95
Health Equity (KC-BEN105)	09-075-0010	04/11/14	04/18/14	\$ 88.36
HRA VEBA (KC-BEN60)	09-075-0010	04/11/14	04/18/14	\$ 3,507.67

CONSENT AGENDA RESOLUTIONS

Item #	Resolution #	Description
None		

4. PUBLIC INPUT

No members of the public attended the meeting.

5. RESOLUTIONS/MOTIONS

Resolution 14-4-22A approving the revised Highline Water District Personnel Manual. Motion duly made and seconded. After discussion, the motion carried.



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5. RESOLUTIONS/MOTIONS

Motion 14-4-22(1) duly made and seconded authorizing the General Manager to enter into maintenance agreement with Super Maintenance Service, LLC, for District Headquarters cleaning services. After discussion, the motion carried.

6. FIRST QUARTER FINANCIAL REPORT (3/31/14)

Debbie Prior

Debbie reviewed and discussed with the Board the Statement(s) of Net Position; Revenues, Expenses and Changes in Net Position; and the Sources and Applications of Funds (Budget vs. Actual).

7. OTHER

Jeremy DelMar

- 7.1 Project 13-5 S 179th Street Water Main Replacement – The District is finalizing the Interlocal Agreement with the City of SeaTac in conjunction with the City's 2014 Sidewalk Improvement Project. A resolution to authorize entering into an interlocal agreement with the City will be presented at the 5/7/14 Board meeting.
- 7.2 Project 14-1 Water System Plan Update – The District requested proposals from four consultants. The managers reviewed the proposals and rated Carollo Engineers as the most qualified firm. The next phase is the Scope of Work and budget negotiations with Carollo.
- 7.3 Project 13-3 City of SeaTac 28th/24th Ave S Extension (S 200th St to S 208th St) - The District has several existing water mains at S 200th St and S 208th St but no water mains within the City's project segment. Water mains with new hydrants will need to be constructed along the roadway. District staff will select a consultant to design the water main. The City of SeaTac has secured construction funding and plans to advertise for bids in January 2015.

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. Gulfe, Commissioner

Daniel Johnson, Commissioner

Vince Koester, Commissioner