



Highline Water District Regular Board Meeting Minutes May 7, 2014

ATTENDEES		
COMMISSIONERS Gerald R. Guite Daniel Johnson Vince Koester George Landon Kathleen Quong-Vermeire	HWD STAFF Matt Everett, General Manager Jeremy DeMar, 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: April 22, 2014 Workshop Meeting

WARRANTS

Fund Name	Fund No.	Warrant Date	Vouchers	AMOUNT
Maintenance	09-075-0010	05/08/14	17584 - 17623	\$ 314,488.56
Construction	09-075-0030	05/08/14	901600 - 901602	\$ 36,330.63
Maintenance - Payroll	09-075-0010	05/02/14	302494 - 302494	\$ 797.59

ELECTRONIC TRANSFER FUNDS

Fund Name	Fund No.	Period Ending	EFT Transfer Date	AMOUNT
Payroll Tax	09-075-0010	04/25/14	05/07/14	\$ 24,769.69
Direct Deposit - Payroll	09-075-0010	04/25/14	05/02/14	\$ 63,138.25
Dept of Retirement	09-075-0010	04/25/14	05/15/14	\$ 12,397.79
Dept of Retirement - Deferred Compensation	09-075-0010	04/25/14	05/02/14	\$ 3,540.50
Health Equity (KC-BEN96)	09-075-0010	04/25/14	05/02/14	\$ 197.95
Health Equity (KC-BEN105)	09-075-0010	04/25/14	05/02/14	\$ 88.36

CONSENT AGENDA RESOLUTIONS

Item #	Resolution #	Description
None		

4. PUBLIC INPUT

No members of the public attended the meeting.

5. RESOLUTIONS/MOTIONS

Resolution 14-5-7A authorizing an Interlocal Agreement between the City of SeaTac and Highline Water District for construction of water line and pavement restoration on S 179th Street between 42nd Ave S and Military Rd S (HWD Project 13-5 S 179th St Water Main Replacement). Motion duly made and seconded. After discussion, the motion carried.



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6. STAFF/COMMISSIONERS/ATTORNEY

Debbie Prior

- 6.1 Employee Kudos – Customer Sandra MacDonald sent a letter to the District thanking employee Paula Farnam for her great customer service regarding her water bill payment.
- 6.2 Retail Lockbox Tour (5/6/14) – Matt, Debbie and Greg Wilson went on a tour of the facility. Retail Lockbox provides customized remittance processing services for the District.

Matt Everett

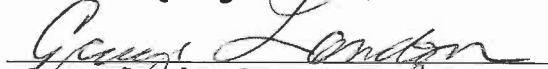
- 6.3 Project 14-1 Water System Comprehensive Plan Update – Staff met with Carollo Engineers to start the preparation of the Scope and Budget for the project. Carollo recommended a full 6-yr update now, with an option of a 4-yr extension in the future. The planning data will include the latest census data. The plan will be prepared as a “10 year” document with the latest information.
- 6.4 Seattle Operating Board Meeting (5/1/14) - Matt attended the meeting last week. Discussion focused on Seattle’s wholesale water rates for 2015-2017. A draft of the proposed rates will be presented at the 6/5/14 meeting. The final report will be presented at the 7/10/14 meeting.
- 6.5 2014 PNWS-AWWA Conference, Eugene, Oregon (5/7/14 – 5/9/14) – Matt informed the Board that Jeremy and Kathleen are attending the conference this week.

There being no further business of the District, Secretary Landon concluded the meeting at 9:22 a.m.

BOARD OF COMMISSIONERS



Kathleen Quong-Vermeire, President



George Landon, Secretary



Gerald R. Guite, Commissioner



Daniel Johnson, Commissioner



Vince Koester, Commissioner