



**Highline Water District
Regular Board Meeting Minutes
June 4, 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: May 27, 2014 Workshop Meeting

WARRANTS

Fund Name	Fund No.	Warrant Date	Vouchers	AMOUNT
Maintenance	09-075-0010	06/05/14	17684 - 17695	\$ 33,188.63
Construction	09-075-0030	06/05/14	90160 - 90161	\$ 5,987.85

ELECTRONIC TRANSFER FUNDS

Fund Name	Fund No.	Period Ending	EFT Transfer Date	AMOUNT
Payroll Tax	09-075-0010	05/23/14	06/04/14	\$ 24,683.29
Direct Deposit – Payroll	09-075-0010	05/23/14	05/30/14	\$ 64,978.93
Dept of Retirement	09-075-0010	05/23/14	06/13/14	\$ 12,356.95

CONSENT AGENDA RESOLUTIONS

Item #	Resolution #	Description
None		

4. PUBLIC INPUT

No members of the public attended the meeting.

5. RESOLUTIONS/MOTIONS

Resolution 14-6-4A authorizing Interlocal Agreement with King County Water District No. 54 for Highline's assistance to operate and maintain KCWD 54's water system when requested. Motion duly made and seconded. After discussion, the motion carried.



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6. STAFF/COMMISSIONERS/ATTORNEY

Jeremy DelMar

- 6.1 Project 14-1 Comprehensive Water System Plan Update - Jeremy and Matt are finalizing the contract negotiations with Carollo Engineers, Inc. A resolution to authorize the consultant agreement will be presented at the 6/18/14 Board meeting.
- 6.2 Project 13-3 SeaTac 28th/24th Ave Extension – The District selected Kennedy/Jenks Consultants, Inc. to submit a scope of work and budget for the water design work. Matt and Jeremy are negotiating contract terms and reviewing the scope of work. The City of SeaTac plans to advertise for bids in January 2015 with construction in spring 2015.

Debbie Prior

- 6.3 2013 Annual Report - Debbie submitted the 2013 Annual Report to the Washington State Auditor on 5/29/14. The Commissioners were emailed a copy of the 2013 Annual Report.
- 6.4 Commercial and Fleet Card Program – Debbie informed the Board that the new state contract for fuel cards is now issued through U.S. Bank National Association. Debbie presented the contract to President Quong-Vermeire and Secretary Landon to execute. Debbie noted that the users of the card must enter the odometer reading of the District vehicle and their personal identification number for purchasing.

Matt Everett

- 6.5 2013 Consumer Confidence Report (CCR) – Staff distributed copies of the CCR to the Board. The CCR is available for viewing on the District’s website. A copy of the CCR will be mailed to customers upon request.
- 6.6 Seattle Operating Board Meeting 6/5/14 – Matt will be attending tomorrow’s meeting. The Board will discuss Seattle’s preliminary 2015 Wholesale Water Rates which are based on two components: (1) rates per CCF; and (2) surcharges based on subregions. Seattle is considering a reduction in its wholesale water rates.
- 6.7 AWWA Annual Conference & Exposition (ACE¹⁴) June 8 -12, 2014, Boston, MA – Matt and Commissioner Quong-Vermeire will be attending the conference next week.



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There being no further business of the District, President Quong-Vermeire concluded the meeting at 9:41 a.m.

BOARD OF COMMISSIONERS

Kathleen Quong-Vermeire, President

George London

George London, Secretary

Gerald R. Guite

Gerald R. Guite, Commissioner

Daniel Johnson

Daniel Johnson, Commissioner

Vince Koester

Vince Koester, Commissioner