



Highline Water District Regular Board Meeting Minutes August 20, 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, Inslaw 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: August 6, 2014 Regular Meeting

WARRANTS				
Fund Name	Fund No.	Warrant Date	Vouchers	AMOUNT
Maintenance	09-075-0010	08/21/14	17898 - 17944	\$ 760,592.19
Construction	09-075-3030	08/21/14	901627 - 901628	\$ 5,707.56
Maintenance - Payroll	09-075-0010	08/08/14	302497 - 302497	\$ 703.84

ELECTRONIC TRANSFER FUNDS				
Fund Name	Fund No.	Period Ending	EFT Transfer Date	AMOUNT
Payroll Tax	09-075-0010	08/01/14	08/13/14	\$ 25,079.05
Payroll Tax	09-075-0010	08/15/14	08/27/14	\$ 24,295.59
Direct Deposit – Payroll	09-075-0010	08/01/14	08/08/14	\$ 63,140.33
Direct Deposit – Payroll	09-075-0010	08/15/14	08/22/14	\$ 61,935.84
Dept of Retirement	09-075-0010	08/01/14	09/15/14	\$ 12,565.75
Dept of Retirement	09-075-0010	08/15/14	09/15/14	\$ 12,474.28
Dept of Retirement - Deferred Compensation	09-075-0010	08/01/14	08/08/14	\$ 3,440.50
Dept of Retirement - Deferred Compensation	09-075-0010	08/15/14	08/22/14	\$ 3,640.50
Health Equity (KC-BEN96)	09-075-0010	08/01/14	08/08/14	\$ 197.95
Health Equity (KC-BEN96)	09-075-0010	08/15/14	08/22/14	\$ 197.95
Health Equity (KC-BEN105)	09-075-0010	08/01/14	08/08/14	\$ 88.36
Health Equity (KC-BEN105)	09-075-0010	08/15/14	08/22/14	\$ 88.36
HRA VEBA (KC-BEN60)	09-075-0010	08/01/14	08/08/14	\$ 3,507.67
HRA VEBA (KC-BEN60)	09-075-0010	08/15/14	08/22/14	\$ 3,507.67
Dept of Revenue - B&O Tax	09-075-0010	07/31/14	08/26/14	\$ 82,889.25

CONSENT AGENDA RESOLUTIONS		
Item #	Resolution #	Description
None		



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4. PUBLIC INPUT

No members of the public attended the meeting.

5. RESOLUTIONS/MOTIONS

Motion 14-8-20(1) duly made and seconded to authorize Commissioner Quong-Vermeire's attendance at the AWWA Water Infrastructure Conference in Atlanta, GA – October 26-29, 2014 for compliance with HWDC Chapter 2.10 -Travel, Section 2.10.040. After discussion, the motion carried 3 to 1 with Commissioner Guite voting no. Commissioner Quong-Vermeire abstained.

Motion 14-8-20(2) duly made and seconded to cancel the 9/17/14 Regular Board Meeting and schedule a Special Meeting to be held on 9/16/14 at 9:00 AM. After discussion, the motion carried. Reference Section 6, Item 6.4.

6 STAFF/COMMISSIONERS/ATTORNEY

Jeremy DelMar

6.1 Star Lake Tank Property Encroachment – Staff presented a draft Revocable License between Highline and Joel Byington (homeowner) for the Board to review. The revocable license allows Mr. Byington to keep his existing fence, which is approximately 5.33 feet onto District property, with the provision Mr. Byington carries insurance to indemnify the District and if Mr. Byington were to sell the home, the license would then be revoked. The District also would be able to revoke the license at any time. After discussion, the Board was in agreement for staff to pursue the execution of the revocable license.

Matt Everett

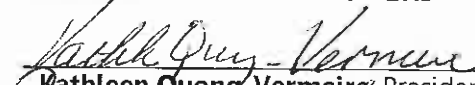
- 6.2 WASWD Retrospective Rating Group Membership Refund – The District received an additional refund amount of \$31,196.30.
- 6.3 Public Records Act Training – Matt advised the Board that John Milne, Attorney, Inslee Best, will hold a training session for the Board and key employees at the 8/26/14 Board Workshop for compliance with the Open Government Training Act (ESB 5964) which went into effect 7/1/14.
- 6.4 September 17, 2014 Board Meeting (Reschedule or Cancel) – Matt asked the Board if they wanted to reschedule or cancel the 9/17/14 Board meeting due to a conflict with the WASWD Fall Conference. Action Taken: Reference Section 5, Motion 14-8-20(2).
- 6.5 8/13/14 Meeting @ Valley View Sewer District – Matt attended a meeting with adjacent utility managers to discuss options regarding the potential for cities to impose utility taxes. Matt informed the Board that the City of Tukwila's Utility Committee will hold a meeting on September 2, 2014.
- 6.6 8/11/14 Tacoma Public Utilities Meeting – Matt, Jeremy and Commissioner Quong-Vermeire met with Linda McCrea, Tacoma Water Superintendent, and Chris McMeen, Tacoma Deputy Water Superintendent, and discussed the potential for Highline to purchase wholesale water from Tacoma. At this time, Matt does not see purchasing water from Tacoma as a viable option due to costs for infrastructure upgrades that would be required.
- 6.7 8/14/14 City of Des Moines S 216th St Ribbon Cutting Ceremony – Matt attended the ceremony held at the Des Moines Activity Center on S 216th St.



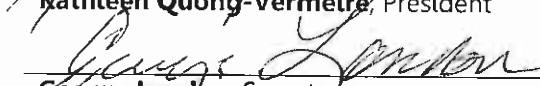
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There being no further business of the District, President Quong-Vermeire concluded the meeting at 9:42 a.m.

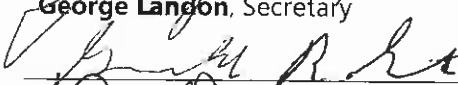
BOARD OF COMMISSIONERS




Kathleen Quong-Vermeire, President




George Landon, Secretary



Gerald R. Guite, Commissioner



Daniel Johnson, Commissioner



Vince Koester, Commissioner