



Highline Water District Board Workshop Meeting Minutes September 23, 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: September 16, 2014 Special Meeting

WARRANTS				
Fund Name	Fund No.	Warrant Date	Vouchers	AMOUNT
Maintenance	09-075-0010	09/25/14	18030 - 18051	\$ 56,548.00
Construction	09-075-3030	09/25/14	901643 - 901645	\$ 6,691.61

ELECTRONIC TRANSFER FUNDS				
Fund Name	Fund No.	Period Ending	EFT Transfer Date	AMOUNT
Payroll Tax	09-075-0010	09/12/14	09/24/14	\$ 24,238.65
Direct Deposit – Payroll	09-075-0010	09/12/14	09/19/14	\$ 61,707.89
Dept of Retirement	09-075-0010	09/12/14	10/15/14	\$ 12,543.73
Dept of Retirement - Deferred Compensation	09-075-0010	09/12/14	09/19/14	\$ 3,640.50
Health Equity (KC-BEN96)	09-075-0010	09/12/14	09/19/14	\$ 197.95
Health Equity (KC-BEN105)	09-075-0010	09/12/14	09/19/14	\$ 88.36
HRA VEBA (KC-BEN60)	09-075-0010	09/12/14	09/19/14	\$ 3,507.67
Dept of Revenue - B&O Tax	09-075-0010	08/31/14	09/26/14	\$ 83,789.97

CONSENT AGENDA RESOLUTIONS		
Item #	Resolution #	Description
None		

4. PUBLIC INPUT

No members of the public attended the meeting.



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5. TRAINING IN THE PUBLIC RECORDS ACT

John Milne, General Counsel

The legislature adopted Engrossed Senate Bill 5964 (effective 7/1/14) requiring elected officials to receive training in the Public Records Act (RCW 42.56), Preservation and Destruction of Public Records (RCW 40.14), and the Open Public Meetings Act (RCW 42.30).

Mr. Milne gave a PowerPoint training presentation on the Open Public Meetings Act (RCW 42.30) to the Board and three staff members to comply with ESB 5964.

6 OTHER

Matt Everett

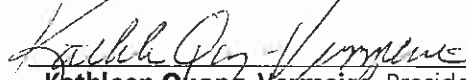
6.1 Department of Commerce PWTf Loans Repayment Date – The Dept. of Commerce is requesting all (borrowers/contractors) sign an amendment which would modify the annual repayment date from July 1 to June 1 (effective in 2015). John Milne, the District's legal counsel, recommended that Matt contact the Dept. of Commerce and discuss the purpose of the change and what benefit, if any, it would provide to the District and then follow-up with a letter of the discussion. The deadline for executing the amendment for all outstanding loans is November 14, 2014. Matt will update the Board at a future meeting.


6.2 Webinar: Eminent Domain (WASWD Members Only) – Matt informed the Commissioners that the webinar will be available for viewing at the District tomorrow (9/24/14 – 10:00 am to 12:00 pm). The webinar will be presented by Kinnon Williams.

6.3 Employee Anniversary Luncheon – A luncheon will be held on September 24, 2014 (12:00 pm) at the District to congratulate John Spindler, Construction Observer, for 30 years with the District.


There being no further business of the District, President Quong-Vermeire concluded the meeting at 10:07 a.m.

BOARD OF COMMISSIONERS


Kathleen Quong-Vermeire, President


George Landon, Secretary


Gerald R. Gutte, Commissioner


Daniel Johnson, Commissioner


Vince Koester, Commissioner