



**Highline Water District
Regular Board Meeting Minutes
October 1, 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 23, 2014 Workshop Meeting

WARRANTS

Fund Name	Fund No.	Warrant Date	Vouchers	AMOUNT
Maintenance	09-075-0010	10/02/14	18052 - 18075	\$ 636,701.04
Construction	09-075-3030	10/02/14	901646 - 901649	\$ 445,903.41

ELECTRONIC TRANSFER FUNDS

Fund Name	Fund No.	Period Ending	EFT Transfer Date	AMOUNT
Dept of Labor & Industries	09-075-0010	09/30/14	10/29/14	\$ 12,041.09

CONSENT AGENDA RESOLUTIONS

Item #	Resolution #	Description
None		

4. PUBLIC INPUT

No members of the public attended the meeting.

5. RESOLUTIONS/MOTIONS

Resolution 14-10-1A commending employee (Sandi DeChon) for 15 years of service with the District. Motion duly made and seconded. After discussion, the motion carried.

Motion 14-10-1(1) duly made and seconded authorizing staff to negotiate a change order to Project 13-1B Military Rd S at Angle Lake Water Main Replacement with Buno Construction to install water main in the gravel driveway at 37xx S 198th Street and omit this work from Project 13-1A. After discussion, the motion carried. Reference Section 6, Item 6.1.



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5. RESOLUTIONS/MOTIONS

Motion 14-10-1(2) duly made and seconded authorizing the General Manager to write a letter to the Department of Commerce declining their request to change the due date of outstanding Public Works Trust Fund Loans from July 1st to June 1st. After discussion, the motion carried.

6. STAFF/COMMISSIONERS/ATTORNEY

Jeremy DelMar

6.1 Angle Lake Water Main Replacement Update

Project 13-1A (Angle Lake) ▪ BHC Consultants have obtained 64% of the required easements. There are six property owners that have yet to respond to requests for temporary construction/permanent easements. ▪ Jeremy recommended to the Board that the District request Buno Construction submit a change order proposal to Project 13-1B Military Rd S at Angle Lake Water Main Replacement to install water main in the gravel driveway of the property owner at 37xx S 198th Street and omit this work from Project 13-1A. The reason is due to concerns with landscaping and the benefit to the District to replace the main due to the relative depth of the pipe. The consensus of the Board was to proceed with the change order and present a resolution for the change order at a future Board meeting. Action Taken: Reference Section 5, Motion 14-10-1(1).

Project 13-1B (Military Rd S at Angle Lake) - Buno Construction is approximately 30% complete.

6.2 Manhattan Area Water Main Replacement (Normandy Park) – Jeremy proposed to the Board to start this project earlier with the design in late 2014, bidding in spring of 2015 and construction in the summer of 2015. The project includes replacing approximately 10,500 LF of AC main with ductile iron pipe. The project will be funded out of rates. A consultant will be selected from the MRSC Roster. Discussion ensued. The Board agreed with Jeremy's proposal to start the project in late 2014. A resolution to authorize a consulting services contract for the design will be presented at a future Board meeting.

Matt Everett

6.3 Integrated Living Services Leak Credit Request (9/26/14) – Matt informed the Board that the District's policy does not allow leak credits for interior plumbing. Integrated Living Services stated that a toilet was leaking which doubled their water bill. Upon receipt of documentation for the leak repairs, Matt will present the request to the Board for their consideration at a future Board meeting.

6.4 Public Works Trust Fund (PWTF) Loans – Matt discussed the request from the Department of Commerce to change the due date of outstanding PWTF loans from July 1st to June 1st. The request does not benefit the District and the District's existing contracts require both parties to agree to any amendments. Action Taken: Reference Section 5, Motion 14-10-1(2).



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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

Kathleen Quong-Vermeire, President

George Landon

George Landon, Secretary

Gerald R. Güite

Gerald R. Güite, Commissioner

Daniel Johnson

Daniel Johnson, Commissioner

Vince Koester

Vince Koester, Commissioner