



Highline Water District Regular Board Meeting Minutes October 15, 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: | October 1, 2014 Regular Meeting

WARRANTS				
Fund Name	Fund No.	Warrant Date	Vouchers	AMOUNT
Maintenance	09-075-0010	10/16/14	18076 - 18127	\$ 665,197.64
Construction	09-075-3030	10/16/14	901650 - 901657	\$ 665,203.62
Maintenance - Payroll	09-075-0010	10/03/14	302499 -	\$ 797.59
ELECTRONIC TRANSFER FUNDS				
Fund Name	Fund No.	Period Ending	EFT Transfer Date	AMOUNT
Payroll Tax	09-075-0010	09/26/14	10/08/14	\$ 24,932.75
Payroll Tax	09-075-0010	10/10/14	10/22/14	\$ 23,277.25
Direct Deposit - Payroll	09-075-0010	09/26/14	10/03/14	\$ 63,365.97
Direct Deposit - Payroll	09-075-0010	10/10/14	10/17/14	\$ 61,624.69
Dept of Retirement	09-075-0010	09/26/14	10/15/14	\$ 12,405.64
Dept of Retirement	09-075-0010	10/10/14	11/14/14	\$ 12,391.42
Dept of Retirement - Deferred Compensation	09-075-0010	09/26/14	10/03/14	\$ 3,640.50
Dept of Retirement - Deferred Compensation	09-075-0010	10/10/14	10/17/14	\$ 3,640.50
Health Equity (KC-BEN96)	09-075-0010	09/26/14	10/03/14	\$ 197.95
Health Equity (KC-BEN96)	09-075-0010	10/10/14	10/17/14	\$ 197.95
Health Equity (KC-BEN105)	09-075-0010	09/26/14	10/03/14	\$ 88.36
Health Equity (KC-BEN105)	09-075-0010	10/10/14	10/17/14	\$ 88.36
HRA VEBA (KC-BEN60)	09-075-0010	09/26/14	10/03/14	\$ 3,507.67
HRA VEBA (KC-BEN60)	09-075-0010	10/10/14	10/17/14	\$ 3,507.67
CONSENT AGENDA RESOLUTIONS				
Item #	Resolution #	Description		
None				



**Highline Water District
Regular Board Meeting Minutes
October 15, 2014**

4. PUBLIC INPUT

No members of the public attended the meeting.

5. RESOLUTIONS/MOTIONS

No resolutions were presented to the Board.

Motion 14-10-15(1) duly made and seconded to adhere to District policy and deny a leak adjustment credit requested by Integrated Living Services for an interior plumbing leak which is not allowed per Highline Water District Code (11.04.120 – Leak/Leak Adjustment). After discussion, the motion carried. Reference Item 6.6.

6. STAFF/COMMISSIONERS/ATTORNEY

Jeremy DelMar

6.1 SW 203rd St Water Main Replacement – District crews completed the main replacement. A request for proposals has been sent to three contractors to pave the area of the road impacted by the main replacement. The proposals are due by 12:00 pm on 10/22/14. Staff will present a recommendation to award the paving contract at the 10/28/14 Board Workshop.

6.2 Small Site Asphalt & Concrete Repair Work RFP – The District's current contract with Asphalt Patch Systems is nearing completion. The request for proposals from contractors on the MRSC Roster was sent out on 10/7/14. The proposals are due by 12:00 pm on 10/22/14. Staff will present a recommendation to award the contract (not-to-exceed \$75,000 plus WSST) at the 10/28/14 Board Workshop.

6.3 AT&T Mansion Hill Site Lease Adjustment – AT&T has requested to add antennas to the elevated tanks at Mansion Hill. Staff is working on the amendment and will update the Board at a future meeting.

Debbie Prior

6.4 New Carpet - Headquarters – The carpet installation is underway. The subflooring of the north portion of the building is in good condition. The carpet installation is expected to take three weeks to complete.

6.5 3rd Quarter Financials - Debbie will email the Commissioners the financial statements including budget vs. actual for discussion at the 10/28/14 Board Workshop meeting.

Matt Everett

6.6 Integrated Living Services Leak Credit Request (9/26/14) – 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. The leak credit would be approximately \$400.00. Matt asked the Board if they wanted to make an exception to the District's current policy. Action Taken: Reference Motion 14-10-15(1).



**Highline Water District
Regular Board Meeting Minutes
October 15, 2014**

6. STAFF/COMMISSIONERS/ATTORNEY

- 6.7 City of SeaTac Study Session (10/14/15 – 4:00 pm) – Matt, Jeremy and other representatives of local public water and sewer utilities attended the City's study session to comment on and hear the presentation regarding Agenda Bill #3648; an Ordinance creating a new Chapter 3.90 of the SeaTac Municipal Code related to the establishment of a Tax on the Gross Revenues and Certain Utilities Operating within the City to provide revenue for City Services and Capital requirements. The utility districts are concerned for the ratepayers within the City being required to pay a 6% utility tax.

- 6.8 WASWD Section IV Meeting – Highline will be hosting the WASWD Section IV meeting on Monday, October 20th at 6:30 pm.

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