



**Highline Water District  
Regular Board Meeting Minutes  
November 5, 2014**

<b>ATTENDEES</b>		
<b>COMMISSIONERS</b> Gerald R. Guite Daniel Johnson Vince Koester George Landon Kathleen Quong-Vermeire	<b>HWD STAFF</b> Matt Everett, General Manager Jeremy DelMar, Engr./Operations Mgr. Debra Prior, Administrative Manager Mary Fossos, Project Coordinator, CIPs	<b>HWD ATTORNEY(S)</b> <del>John Milne, Inslee Best</del>  <b>VISITORS</b>
<b>Strikeouts indicate absence</b>		

**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.				
<b>Minutes:</b> October 28, 2014 Workshop Meeting				
WARRANTS				
Fund Name	Fund No.	Warrant Date	Vouchers	AMOUNT
Maintenance	09-075-0010	11/06/14	18154 - 18176	\$ 122,868.24
Construction	09-075-3030	11/06/14	901661 - 901663	\$ 24,943.17
ELECTRONIC TRANSFER FUNDS				
Description	Fund No.	Period Ending	EFT Transfer Date	AMOUNT
Payroll Tax	09-075-0010	10/24/14	11/5/14	\$ 24,763.48
Direct Deposit – Payroll	09-075-0010	10/24/14	10/31/14	\$ 67,392.45
Dept of Retirement	09-075-0010	10/24/14	11/14/14	\$ 12,552.11
CONSENT AGENDA RESOLUTIONS				
Item #	Resolution #	Description		
None				

**4. PUBLIC INPUT**

No members of the public attended the meeting.



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**5. RESOLUTIONS/MOTIONS**

Resolution 14-11-5A accepting as complete construction contract #14-70-04 with Gary Harper Construction, Inc. for Project 13-2 Des Moines Treatment Plant On-Site Sodium Hypochlorite Generation. Motion duly made and seconded. After discussion, the motion carried.

**6. 2015 HWD DRAFT BUDGET**

Debbie and Matt reviewed the budget with the Board. Matt proposed no water rate increase and a 30 cent increase per month for street lights effective 1/1/15. Jeremy reviewed the capital improvements projects. Matt asked the Board to review the detail sections of the budget and provide feedback. The final 2015 Budget will be presented to the Board in December.

**7. STAFF/COMMISSIONERS/ATTORNEY**

**Jeremy DelMar**

7.1 Project 13-1A Angle Lake Water Main Replacement – 75% of required easements obtained. The District's consultant, BHC, will be submitting a budget amendment. An executive session will be on the 11/19/14 Board meeting agenda to discuss potential litigation.

7.2 Project 13-1B Military Rd S @ Angle Lake Water Main Replacement – Buno Construction has installed all of the water main. Services are being connected on the south end of the project. Staff is working on change order with Buno Construction to install an additional 220 LF of water main.

**Debbie Prior**

7.3 State Audit – The District's audit will begin on 11/17/14. Debbie will schedule the entrance conference with the auditor.

7.4 Medical/Dental Plans (Open Enrollment November 1-30, 2014) – Employees and Commissioners must attest to the 2015 spousal coverage premium surcharge during the open enrollment period.

**Matt Everett**

7.5 Special Board Meeting 11/6/14 @ Valley View Sewer/KCWD 125 re: Utility Taxes and potential Franchise Agreement with the City of SeaTac – The meeting will be held in executive session.



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7.6 District Headquarters Carpet Replacement/Interior Painting – The carpet installation and interior painting is complete. Matt gave kudos to the employees for their teamwork.

**8. OTHER**

None

There being no further business of the District, President Quong-Vermeire concluded the meeting at 9:59 a.m.

**BOARD OF COMMISSIONERS**

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**Kathleen Quong-Vermeire, President**

*George Landon*  
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**George Landon, Secretary**

*Gerald R. Guite*  
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**Gerald R. Guite, Commissioner**

*Daniel Johnson*  
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**Daniel Johnson, Commissioner**

*Vince Koester*  
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**Vince Koester, Commissioner**