



**Highline Water District  
Board Workshop Meeting Minutes  
November 25, 2014**

<b>ATTENDEES</b>		
<b>COMMISSIONERS</b> Gerald R. Guite <del>Daniel Johnson</del> 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> John Milne, Inslee Best  <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.

**Minutes:** November 19, 2014 Regular Meeting

**WARRANTS**

Fund Name	Fund No.	Warrant Date	Vouchers	AMOUNT
Maintenance	09-075-0010	11/19/14	18224 - 18224	\$ 28,063.05
Maintenance	09-075-0010	11/26/14	18225 - 18242	\$ 20,894.15
Construction	09-075-3030	11/26/14	901674 - 901679	\$ 148,793.70

**ELECTRONIC TRANSFER FUNDS**

Fund Name	Fund No.	Period Ending	EFT Transfer Date	AMOUNT
Dept of Revenue - B&O Tax	09-075-0010	10/31/14	11/26/14	\$ 64,885.56

**CONSENT AGENDA RESOLUTIONS**

Item #	Resolution #	Description
None		

**4. PUBLIC INPUT**

No members of the public attended the meeting.

**5. RESOLUTIONS/MOTIONS**

Motion 14-11-25(1) duly made and seconded to accept the proposal of property owner (Louvier – 45xx S 193rd St) for the acquisition of a water utility easement related to the Angle Lake Water Main Replacement Project. After discussion, the motion carried. Reference Item 9 – Executive Session.



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**6. 2015 DRAFT CAPITAL IMPROVEMENT PROGRAM (CIP)**

Jeremy reviewed the projects completed in 2014 and discussed the CIP projects scheduled in 2015. Jeremy asked the Board to review the CIP and provide comments.

**7. SEATTLE PUBLIC UTILITIES 2014 ANNUAL SUMMARY OF WHOLESALE CUSTOMERS  
(Summary of Results – Consumption Data for 2013/Rates Data for 2014)**

Matt reviewed the rates and consumption rankings of SPU's Wholesale Customers. Highline's rates are slightly below the average of the 27 water agencies included in the report.

**8. OTHER**

**Jeremy DelMar**

8.1 Project 14-3 Manhattan View Water Main Replacement – Jeremy informed the Board that a resolution for their consideration will be presented at the 12/3/14 Board meeting to award the design contract to Gray & Osborne.

**Debbie Prior**

8.2 State Audit – The audit is underway. The Board unanimously volunteered Commissioner Johnson to meet with the auditor to discuss the Statement on Auditing Standards No. 99 (SAS 99). The Board only wants to be part of the exit conference with the State Auditor.

**Matt Everett**

8.3 WASWD Board Meeting (11/24/14) – Matt attended the meeting. The Board voted to keep the membership rates the same and voted to not allow Ronald Wastewater to rejoin WASWD in 2015.

**9. EXECUTIVE SESSION – DISCUSS PROPERTY ACQUISITION UNDER RCW 42.30.110(1)(b)** To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price.

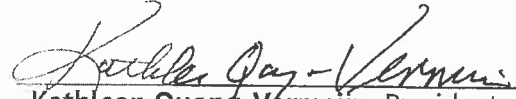
District staff requested an executive session pursuant to RCW 42.30.110(1)(b) to discuss the acquisition of real estate for an easement. On motion duly made, seconded and carried unanimously, an executive session was convened on that basis. The Commissioners, General Manager and District Engineer then attended the executive session. Before convening the executive session at 9:40 a.m., President Quong-Vermeire advised the executive session would conclude at 9:50 a.m. At 9:50 a.m., the executive session concluded and open public meeting reconvened. Action Taken: Reference Motion 14-11-25(1).

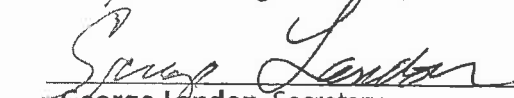


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There being no further business of the District, President Quong-Vermeire concluded the meeting at 9:55 a.m.

**BOARD OF COMMISSIONERS**

  
Kathleen Quong-Vermeire, President

  
George Landon, Secretary

  
Gerald R. Gulte, Commissioner

  
Daniel Johnson, Commissioner

  
Vince Koester, Commissioner