



**Highline Water District
Regular Board Meeting Minutes
December 3, 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: November 25, 2014 Workshop

WARRANTS

Fund Name	Fund No.	Warrant Date	Vouchers	AMOUNT
Maintenance	09-075-0010	12/04/14	18243 - 18256	\$ 33,547.50
Construction	09-075-3030	12/04/14	901680 - 901681	\$ 33,953.98

ELECTRONIC TRANSFER FUNDS

Description	Fund No.	Period Ending	EFT Transfer Date	AMOUNT
Payroll Tax	09-075-0010	11/21/14	12/03/14	\$ 23,166.75
Direct Deposit – Payroll	09-075-0010	11/21/14	11/28/14	\$ 61,949.85
Dept of Retirement	09-075-0010	11/21/14	12/15/14	\$ 12,488.62
Dept of Retirement - Deferred Compensation	09-075-0010	11/21/14	11/28/14	\$ 3,640.50
Health Equity (KC-BEN96)	09-075-0010	11/21/14	11/28/14	\$ 197.95
Health Equity (KC-BEN105)	09-075-0010	11/21/14	11/28/14	\$ 88.36
HRA VEBA (KC-BEN60)	09-075-0010	11/21/14	11/28/14	\$ 3,507.67

CONSENT AGENDA RESOLUTIONS

Item #	Resolution #	Description
None		

4. PUBLIC INPUT

Mr. Trisler attended the meeting on behalf of his mother Rose Trisler, to request a second and final leak adjustment without replacing the service line as required by District policy. Action Taken: Reference Item 5, Motion 14-12-3(1).



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5. RESOLUTIONS/MOTIONS

Resolution 14-12-3A authorizing consultant agreement #14-60-19 with Gray & Osborne, Inc. for the design of Project 14-3 Manhattan View Water Main Replacement, Phase 1. Motion duly made and seconded. After discussion, the motion carried.

Motion 14-12-3(1) duly made and seconded to authorize a second and final leak adjustment to customer Rose Trisler, to be calculated at 50% of the difference between the actual CF of water billed and the "averaged" CF of water consumed during the same billing period of the previous three years – not including the base rate). After discussion, the motion carried.

Motion 14-12-3(2) duly made and seconded to cancel the 12/23/14 Workshop meeting. After discussion, the motion carried. Reference Item 7.5.

6. DRAFT 2015 GOALS & OBJECTIVES

Staff discussed the Draft 2015 Goals & Objectives with the Board and noted new goals include: (1) Install three coliform monitoring stands in unrepresented zones; (2) Repair the southwest corner of the Board room; (3) Paint the exterior of the headquarters building; (4) Replace the roofs of the Des Moines Treatment Plant and well house; (4) Inspect all 165 Air & Vacs.

Emphasis will be placed on the following goals & objectives:

(1) Updating job descriptions for ADA compliance; (2) Updating purchasing guidelines; (3) Maintaining Radio Read System; (4) Complete the replacement of 1-1/2" and larger meters; (5) Research and possibly implement Microsoft Office 365; (6) Upgrade fencing, lighting and security system at the District's headquarters.

7. STAFF/COMMISSIONERS/ATTORNEY

Jeremy DelMar

7.1 Project 13-1A Angle Lake Water Main Replacement – A resolution will be presented at the 12/17/14 Board meeting to authorize a budget amendment submitted by BHC Consultants.

Debbie Prior

7.2 2015 Final Draft Budget – Debbie will email the Board the final draft of the 2015 Budget by 12/12/14 for their review. A resolution for approval will be presented at the 12/17/14 Board meeting.

7.3 State Audit – Debbie will schedule the SAS-99 meeting with the auditor and Commissioner Johnson on 12/17/14 (after the Board meeting).

Matt Everett

7.4 Insee, Best, Doezie & Ryder, P.S. (Proposal to increase Rates & Charges for Legal Services) Matt distributed John Milne's proposal to the Board for their review. Mr. Milne will discuss his request for the Board's consideration at the 12/17/14 Board meeting.

7.5 12/23/14 Board Workshop – Matt asked the Board if they wanted to cancel the Workshop meeting before the Christmas Holiday. Action Taken: Reference Item 5, Motion 14-12-3(2).



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7. STAFF/COMMISSIONERS/ATTORNEY

7.6 12/15/14 WASWD Section IV Meeting – Matt informed the Board that the meeting has been cancelled.

Kathleen Quong-Vermeire

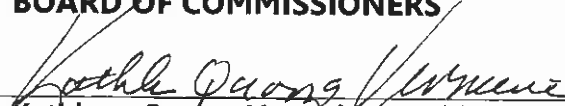
7.7 Commissioner Quong-Vermeire requested an executive session with Board and staff at the 12/17/14 Board meeting to discuss the potential City of SeaTac Utility Tax and Franchise Agreement.

8. OTHER

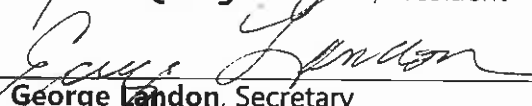
None

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

BOARD OF COMMISSIONERS

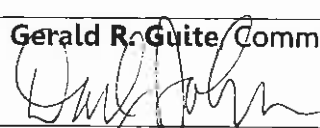


Kathleen Quong-Vermeire, President

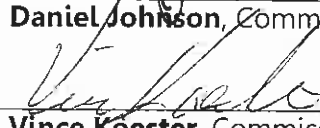


George Landon, Secretary

Gerald R. Guite, Commissioner



Daniel Johnson, Commissioner



Vince Koester, Commissioner