



Highline Water District Regular Board Meeting Minutes January 21, 2015

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 Landon 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 unanimously.

3. CONSENT AGENDA

Motion duly made and seconded to approve the Consent Agenda as presented. The motion carried unanimously.

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: January 7, 2015 Regular Meeting

WARRANTS

Fund Name	Fund No.	Warrant Date	Vouchers	AMOUNT
Maintenance	09-075-0010	01/15/15	18365 - 18365	\$ 10,833.41
Maintenance	09-075-0010	01/22/15	18366 - 18413	\$ 335,038.85
Construction	09-075-3030	01/22/15	901694 - 901704	\$ 202,082.91

ELECTRONIC TRANSFER FUNDS

Description	Fund No.	Period Ending	EFT Transfer Date	AMOUNT
Payroll Tax	09-075-0010	01/02/15	01/14/15	\$ 24,181.12
Direct Deposit - Payroll (PAY47)	09-075-0010	01/02/15	01/09/15	\$ 61,984.68
Dept of Retirement	09-075-0010	01/02/15	02/13/15	\$ 12,658.44
Dept of Retirement - Deferred Compensation	09-075-0010	01/02/15	01/09/15	\$ 3,533.00
Health Equity (KC-BEN96)	09-075-0010	01/02/15	01/09/15	\$ 197.30
Health Equity (KC-BEN105)	09-075-0010	01/02/15	01/09/15	\$ 88.64
HRA VEBA (KC-BEN60)	09-075-0010	01/02/15	01/09/15	\$ 3,665.50
Dept of Revenue - L&I Tax	09-075-0010	12/31/14	01/28/15	\$ 14,229.68

CONSENT AGENDA RESOLUTIONS

Item #	Resolution #	Description
3.1	15-1-21A	Accept developer extension as complete (Cedarbrook Lodge - 18525 36th Ave S, SeaTac, WA)

4. PUBLIC INPUT

No members of the public attended the meeting.



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5. RESOLUTIONS/MOTIONS

Resolution 15-1-21A accepting developer extension as complete (Cedarbrook Lodge). This resolution was accepted as complete under the consent agenda.

6. STAFF/COMMISSIONERS/ATTORNEY

Jeremy DelMar

- 6.1 1/16/15 District Vehicle Accident at S 240th St & Pacific Hwy S – District vehicle (2013 Ford Transit) was hit by a driver turning left (west direction) out of the AM-PM (located on the southwest corner of S 240th & Pacific Hwy S). The District's two employees in the vehicle were not hurt. The driver who caused the accident was cited for negligent driving and driving without insurance and a suspended driver's license. The Ford Transit was towed to Murray's Collision Center for an estimate to repair the damage.

Jeremy contacted the City of Kent and requested the City extend the berm to eliminate the ability to turn left onto S 240th St from the AM-PM.

- 6.2 On-Call Engineering Services Contract – Staff will present a resolution to the Board at the 1/27/15 Board Workshop to authorize a contract with PACE Engineers, Inc.
- 6.3 Project 13-1A Angle Lake Water Main Replacement Condemnation Filing – The District's legal counselor, John Milne, will file the condemnation proceedings this week against property owner Mark McGregor. Mr. McGregor has failed to respond to the District's multiple requests for an easement required for this water main project.
- 6.4 Global Connections High School (GHS) Watershed Modeling Presentation (4424 S, 188th St., Seatac, WA 98188 – Jeremy participated in judging the students' presentations on 1/15/15.

Debbie Prior

- 6.5 Commissioners' Code of Ethics Policy – The Commissioners' were provided a copy of the ethics policy for their review.
- 6.6 2015 Mileage Rate – The maximum state mileage rate reimbursement is 57.5 cents per mile effective January 1 to December 31, 2015.
- 6.7 State Audit – The District's audit is substantially complete. The exit conference is scheduled for the 2/4/15 Board meeting.

Matt Everett

- 6.8 Enduris Washington (Insurance Pool) – The Commissioners received a copy of the 2014 Annual Report from Enduris.
- 6.9 HWD Monthly Water Supply vs. Sales – The District's 2014 unaccounted-for-water is at 9.47%. The District sold 2.8% more water in 2014 compared to 2013.



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6. STAFF/COMMISSIONERS/ATTORNEY

Kathleen Quong-Vermeire

6.10 Global Connections High School (GHS) Watershed Modeling Presentation (4424 S. 188th St., Seatac, WA 98188 – Kathleen participated in judging the students' presentations on 1/16/15 and was impressed with the efforts of the students. The District will send comments to the Global Connections Science teachers, Kelly Egaas and Molly Enz (Roberts).

7. OTHER

No other items were discussed.

8. EXECUTIVE SESSION – PERSONNEL (General Manager Performance Review)

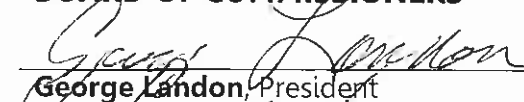
RCW 42.30.110(1)(g) - To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to **RCW 42.30.140(4)**, discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public.


President Landon requested an executive session to undertake an annual performance review of the General Manager. On motion made, seconded and carried unanimously, the Board convened an executive session on that basis. Before convening the executive session at 9:25 a.m., President Landon advised the executive session would be concluded at approximately 9:35 a.m. At 9:36 a.m., the executive session was concluded and open public meeting was reconvened.

President Landon will sign the General Manager's satisfactory performance evaluation on behalf of the Board of Commissioners.


There being no further business of the District, President Landon concluded the meeting at 9:37 a.m.

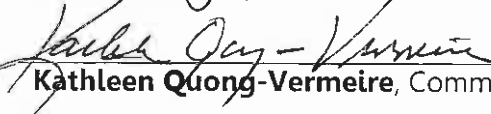
BOARD OF COMMISSIONERS


George Landon, President


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Gerald R. Guite, Commissioner


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Kathleen Quong-Vermeire, Commissioner