



## Highline Water District Regular Board Meeting Minutes January 7, 2015

ATTENDEES		
<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. <del>Debra Prior, Administrative Manager</del> Mary Fossos, Project Coordinator, CIPs	<b>HWD ATTORNEY(S)</b> John Milne, Ineslee-Best  <b>VISITORS</b>
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.

<b>Minutes:</b>	December 17, 2014 Regular Meeting				
WARRANTS					
Fund Name	Fund No.	Warrant Date	Vouchers	AMOUNT	
Maintenance	09-075-0010	12/19/14	18319 - 18319	\$ 3,071.03	
Maintenance	09-075-0010	12/29/14	18320 - 18320	\$ 3,207.94	
Maintenance	09-075-0010	01/08/15	18321 - 18364	\$ 143,055.92	
Construction	09-075-3030	01/08/15	901688 - 901693	\$ 53,248.66	
Maintenance - Payroll	09-075-0010	12/26/14	302507 - 302507	\$ 105.14	
ELECTRONIC TRANSFER FUNDS					
Fund Name	Fund No.	Period Ending	EFT Transfer Date	AMOUNT	
Payroll Tax	09-075-0010	12/19/14	12/31/14	\$ 22,325.42	
Direct Deposit - Payroll (PAY47)	09-075-0010	12/19/14	12/26/14	\$ 62,991.18	
Dept of Retirement	09-075-0010	12/19/14	01/15/15	\$ 12,369.37	
Dept of Retirement - Deferred Compensation	09-075-0010	12/19/14	12/26/14	\$ 3,640.50	
Health Equity (KC-BEN96)	09-075-0010	12/19/14	12/26/14	\$ 197.95	
Health Equity (KC-BEN105)	09-075-0010	12/19/14	12/26/14	\$ 88.36	
HRA VEBA (KC-BEN60)	09-075-0010	12/19/14	12/26/14	\$ 3,507.67	
Dept of Revenue - B&O Tax	09-075-0010	11/30/14	12/29/14	\$ 64,346.18	
Dept of Revenue - Leasehold Tax	09-075-0010	12/31/14	01/20/15	\$ 3,079.03	
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 15-1-7A electing the President of the Board of Commissioners. Motion duly made and seconded nominating Commissioner Landon to serve as President of the Board in 2015. After discussion, the motion carried unanimously.

Resolution 15-1-7B electing the Secretary of the Board of Commissioners. Motion duly made and seconded nominating Commissioner Koester to serve as Secretary of the Board in 2015. After discussion, the motion carried unanimously.

Resolution 15-1-7C accepting as complete maintenance contract #13-50-13 with Asphalt Patch Systems, Inc. for Small Site Asphalt and Concrete Patching Repair Work. Motion duly made and seconded. After discussion, the motion carried unanimously.

**6. PRESENTATION OF PLAQUE TO OUTGOING PRESIDENT (KATHLEEN QUONG-VERMEIRE)**

Newly-elected Board President George Landon presented Commissioner Quong-Vermeire with a plaque commending her service as the 2014 Board President.

**7. STAFF/COMMISSIONERS/ATTORNEY**

**Jeremy DelMar**

7.1 Project 13-1A Angle Lake Water Main Replacement – The District has obtained 88 of the required 105 easements.

**Matt Everett**

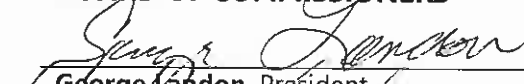
7.2 WASWD 1/31/14 Commissioners' Workshop (Lynnwood, WA) – Matt reminded the Commissioners of the Workshop. District staff will register Commissioner Guite.

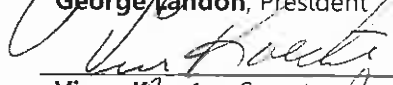
7.3 Utility Drop Box Thefts – Matt informed the Board that several utilities have experienced theft from their drop boxes. Highline is taking steps to modify the drop box to prevent theft.

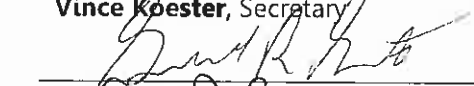
7.4 General Manager's Personnel Evaluation – Matt will email his self-evaluation to the Board for their review and to discuss in executive session at the 1/21/15 Board meeting.


There being no further business of the District, President Landon concluded the meeting at 9:22 a.m.

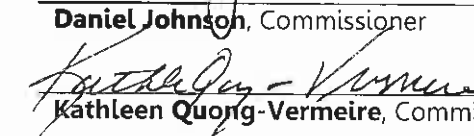
**BOARD OF COMMISSIONERS**

  
George Landon, President

  
Vince Koester, Secretary

  
Gerald R. Guite, Commissioner

  
Daniel Johnson, Commissioner

  
Kathleen Quong-Vermeire, Commissioner