



Highline Water District Regular Board Meeting Minutes February 4, 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 Washington State Auditor's Office: Matthew Hankins, Lead Auditor Janise Hansen, Assistant Audit Manager
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.

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: January 27, 2015 Board Workshop

WARRANTS				
Fund Name	Fund No.	Warrant Date	Vouchers	AMOUNT
Maintenance	09-075-0010	02/05/15	18429 - 18449	\$ 56,935.68
Construction	09-075-3030	02/05/15	901706 - 901709	\$ 7,635.36
Maintenance	09-075-0010	02/06/15	302508 - 302508	\$ 420.61
ELECTRONIC TRANSFER FUNDS				
Fund Name	Fund No.	Period Ending	EFT Transfer Date	AMOUNT
Payroll Tax	09-075-0010	01/30/15	02/11/15	\$ 25,062.44
Direct Deposit – Payroll (PAY47)	09-075-0010	01/30/15	02/06/15	\$ 63,941.51
Dept of Retirement	09-075-0010	01/30/15	02/13/15	\$ 12,818.69
Dept of Retirement - Deferred Compensation	09-075-0010	01/30/15	02/06/15	\$ 4,083.00
Health Equity (KC-BEN96)	09-075-0010	01/30/15	02/06/15	\$ 197.30
Health Equity (KC-BEN105)	09-075-0010	01/30/15	02/06/15	\$ 88.64
HRA VEBA (KC-BEN60)	09-075-0010	01/30/15	02/06/15	\$ 3,665.50
CONSENT AGENDA RESOLUTIONS				
Item #	Resolution #	Description		
None				

**4. WASHINGTON STATE AUDITOR'S OFFICE
EXIT CONFERENCE**

Matthew Hankins, Lead Auditor

Janise Hansen, Assistant Audit Manager

Matthew Hankins, Lead Auditor and Janise Hansen, Assistant Audit Manager were in attendance. Ms. Hansen distributed a recap of the audit for the fiscal year 2013. Mr. Hankins and Ms. Hansen discussed the following items: • Accountability Audit for 2013 (Cash Receipting and Utility Billing); • Financial Statements Audit Report for 2013; • Report Publication; • Audit Cost; • Customer Service Survey; • Audit Highlights; • Next scheduled audit. Ms. Hansen was pleased to report that there were no uncorrected misstatements in the audited financial statements and no material misstatements in the financial statements corrected by management during the audit.



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5. PUBLIC INPUT

No members of the public attended the meeting.

6. RESOLUTIONS/MOTIONS

Resolution 15-2-4A authorizing the surplus of District vehicles #74 – 2007 Chevrolet Colorado Crew Cab 4W; #75 - 2007 Chevrolet Colorado Ext. Cab 4WD; and #09 - 1999 International 4900 Dump Truck. Motion duly made and seconded. After discussion, the motion carried unanimously.

7. STAFF/COMMISSIONERS/ATTORNEY

Jeremy DelMar

7.1 AT&T Site Lease at Mansion Hill – Jeremy informed the Board that AT&T wants to add additional antennas to the tank which would exceed the allowed amount per the existing agreement. The two options recommended by the District's legal counsel are to renegotiate the lease now or amend the current agreement and renegotiate in two years. The Board was in agreement for Jeremy to proceed with discussing the two options with AT&T.

7.2 Project 13-1A Angle Lake Water Main Replacement – Jeremy informed the Board that the final four required easements are in negotiations along the east and south portions of the lake. Once acquired, the project design will be finalized and advertised for bids in May/June with construction this summer.

The District is continuing to discuss easements on the northwest corner of lake. This area may be done as a separate project if easements are not obtained by spring.

Debbie Prior

7.3 State Audit – Debbie clarified with the Commissioners the verbal recommendation for the rate implementation policy.

7.4 King County Investment Pool Update – Debbie attended the 7th Annual meeting on 1/29/15. Debbie noted the following: • 26.3 million interest earned in 2014; • Pool reached 6 billion during 2014; • PFM Asset Management, LLC will oversee the investment pool over the next five years; • King County Growth Projections: 2015 Forecast is for good growth (2.5%-3.0%); • Pool Rates Forecast: 2015 – 0.5% to 0.6%, 2016 - 0.8% up to 1.2%; 2017 – 1.0% up to 2.0%.

Matt Everett

7.5 SeaTac Franchise Agreement Meeting (2/5/15 - 9:30 am @ Valley View/WD125) – The General Managers' of Highline, Midway Sewer District, Southwest Suburban Sewer District, WD 20, WD 49, WD 125 and Valley View will meet to discuss potential franchise agreement with the City of SeaTac. John Milne, Legal Counsel, will discuss options and review the existing franchise agreement between the City of Mukilteo and Mukilteo Water and Wastewater District.

8. OTHER?

No other items were discussed.



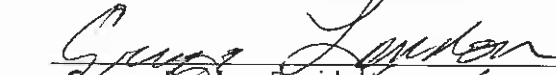
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9. **EXECUTIVE SESSION – DISCUSS PROPERTY ACQUISITION UNDER RCW 42.30.110(1)(b)** To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood 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, District Engineer and Administrative Manager then attended the executive session. Before convening the executive session at 9:43 a.m., President Landon advised the executive session would conclude at 9:53 a.m. At 9:53 a.m., the executive session concluded and open public meeting reconvened.

There being no further business of the District, President Landon concluded the meeting at 9:54 a.m.

BOARD OF COMMISSIONERS


George Landon, President


Vince Koester, Secretary


Gerald R. Guite, Commissioner


Daniel Johnson, Commissioner

Kathleen Quong-Vermeire, Commissioner