



**Highline Water District  
Regular Board Meeting Minutes  
March 4, 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. Debra Prior, Administrative Manager Mary Fossos, Project Coordinator, CIPs	<b>HWD ATTORNEY(S)</b> John Milne, Inslee Best  <b>VISITORS</b>
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: February 24, 2015 Board Workshop				
WARRANTS				
Fund Name	Fund No.	Warrant Date	Vouchers	AMOUNT
Maintenance	09-075-0010	03/05/15	18533 - 18550	\$ 71,085.57
Construction	09-075-3030	03/05/15	901721 - 901723	\$ 7,997.90
Maintenance - Payroll	09-075-0010	02/27/15	302509 - 302525	\$ 3,252.07
Maintenance - Payroll	09-075-0010	03/06/15	302526 - 302526	\$ 610.99
ELECTRONIC TRANSFER FUNDS				
Description	Fund No.	Period Ending	EFT Transfer Date	AMOUNT
Payroll Tax	09-075-0010	02/20/15	03/04/15	\$ 1,945.87
Payroll Tax	09-075-0010	02/27/15	03/11/15	\$ 25,571.63
Direct Deposit - Payroll (PAY47)	09-075-0010	02/27/15	03/06/15	\$ 64,229.10
Dept of Retirement	09-075-0010	02/27/15	03/13/15	\$ 12,866.06
Dept of Retirement - Deferred Compensation	09-075-0010	02/27/15	03/06/15	\$ 4,083.00
Health Equity (KC-BEN96)	09-075-0010	02/27/15	03/06/15	\$ 197.30
Health Equity (KC-BEN105)	09-075-0010	02/27/15	03/06/15	\$ 88.64
HRA VEBA (KC-BEN60)	09-075-0010	02/27/15	03/13/15	\$ 3,665.50
CONSENT AGENDA RESOLUTIONS				
Item #	Resolution #	Description		
None				



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**4. EXECUTIVE SESSION TO DISCUSS POTENTIAL LITIGATION UNDER RCW 42.30.110(1)(i)  
SEATAC UTILITY TAX AND FRANCHISE**

District staff requested an executive session pursuant to RCW 42.30.110(1)(i) to discuss potential litigation. On motion duly made, seconded and carried unanimously, an executive session was convened on that basis. The Commissioners, General Manager, District Engineer, Administrative Manager and John Milne, Legal Counsel, then attended the executive session. Before convening the executive session at 9:20 a.m., Mr. Milne advised the executive session would conclude at 9:40 a.m. At 9:40 a.m. the executive session was extended for another ten minutes which was publicly announced. At 9:50 a.m., the executive session concluded and open public meeting reconvened.

**5. PUBLIC INPUT**

No members of the public attended the meeting.

**6. RESOLUTIONS/MOTIONS**

Resolution 15-3-4A commending employee Ed Crisamore for thirty years of service with the District. Motion duly made and seconded. After discussion, the motion carried unanimously.

**7. STAFF/COMMISSIONERS/ATTORNEY**

**Jeremy DelMar**

7.1 Project 14-3 Manhattan View Water Main Replacement – Jeremy stated that it would be advantageous to delay this project to focus on the Angle Lake Water Main Replacement project and other projects already in process. Jeremy will meet with the Normandy Park City Manager to discuss staffing, storm drain and permitting issues. Jeremy recommended to the Board to postpone bidding this project until Fall 2015.

7.2 Project 13-3 SeaTac 24th/28th Ave Extension – Jeremy met with SeaTac's Assistant Engineer last Friday and was informed that the City plans to present an Interlocal Agreement to the City Council at the end of March. A resolution to authorize entering into an interlocal agreement with the City will be presented at a future Board meeting.

**Matt Everett**

7.3 District Personnel Changes/Retirements

A retirement luncheon will be held in April at the District (day/time to be determined) for Ed Crisamore, Senior Meter Technician, to thank him for his 30 years of service and celebrate his retirement.

Jerry Cella, Senior Utility Worker, Lead, accepted the Senior Meter Technician Position being vacated by Ed Crisamore's retirement in April.

District staff posted the Utility Worker Position in-house, District website, Seattle Times (online), WASWD, Association of Washington Cities, WETRC and PNWS-AWWA.

**8. OTHER?**

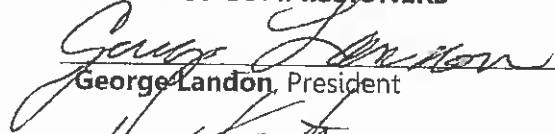
No other items were discussed.

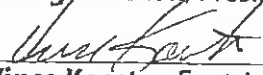


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There being no further business of the District, President Landon concluded the meeting at 9:51 a.m.

**BOARD OF COMMISSIONERS**

  
\_\_\_\_\_  
George Landon, President

  
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Vince Koester, Secretary

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Gerald R. Guité, Commissioner

  
\_\_\_\_\_  
Daniel Johnson, Commissioner

  
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Kathleen Quong-Vermeire, Commissioner