



## Highline Water District Special Board Meeting Minutes July 21, 2015

<b>ATTENDEES</b>		
<b>COMMISSIONERS</b> Commissioner Position 1 - Vacant Daniel Johnson Vince Koester George Landon Kathleen Quong-Vermeire	<b>HWD STAFF</b> Matt Everett, General Manager Jeremy DelMar, Engineering/Ops. Manager Debra Prior, Administrative Manager Mary Fossos, Project Coordinator, CIPs	<b>HWD ATTORNEY(S)</b> John Milne, Inslee Best  <b>VISITORS</b>
<b>Strikeouts indicate absence</b>		

**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:** July 15, 2015 Regular Meeting

<b>WARRANTS</b>				
Fund Name	Fund No.	Warrant Date	Vouchers	AMOUNT
Maintenance	09-075-0010	07/23/15	19021 - 19045	\$ 57,297.25
Construction	09-075-3030	07/23/15	901769 - 901769	\$ 234.75

<b>CONSENT AGENDA RESOLUTIONS</b>		
Item #	Resolution #	Description
None		

**4. PUBLIC INPUT**

No members of the public attended the meeting.

**5. RESOLUTIONS/MOTIONS**

Resolution 15-7-21A awarding construction contract #15-70-10 to Kar-Vel Construction, Inc. for Project 13-1A Angle Lake AC Water Main Replacement. Motion duly made and seconded. After discussion, the motion carried unanimously.

Motion 15-7-21(1) duly made and seconded authorizing the General Manager to work with legal counsel to draft a Tuition Assistance Agreement with Jeremy DelMar, District Engineer, to obtain an Executive Master's in Public Administration, with a provision in the agreement to bind the employee to a minimum period of employment after such an investment under penalty of an obligation to repay the education costs. After discussion, the motion carried unanimously.

**6. PRESENTATION ON WATER SYSTEM PLAN – PRELIMINARY ANALYSIS**

**Jeremy DelMar**

Jeremy summarized a meeting with Carollo Engineers on the preliminary source/storage and pumping capacities and needs of the District. Discussion ensued.



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**7. OTHER**

**Matt Everett**

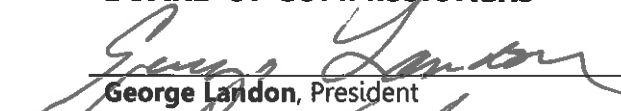
- 7.1 Seattle Operating Board Special Meeting 7/22/15 – Matt will attend the meeting. The current water supply outlook will be discussed.
- 7.2 Commissioner Position 1 Vacancy – The Commissioners received a copy of the legal notice seeking applications for appointment to fill the vacant commissioner position on the Board. The notice will be published in the Westside Weekly (Highline Times) on 7/31/15 and 8/7/15.
- 7.3 Advanced Degree (District Engineer) – Matt informed the Board that Jeremy DelMar was accepted by the University of Washington to pursue an Executive Master Degree in Public Administration (EMPA). The consensus of the Board was to authorize tuition reimbursement and directed the General Manager to work with legal counsel to prepare an equitable agreement between the District and Jeremy. Action Taken: Reference Motion 15-7-21(1).


**Debbie Prior**

- 7.4 Second Quarter Financial Report – Debbie will email the report to the Board this week for review at the 8/5/15 Board meeting.
- 7.5 HWDC 2.10.050 Per Diem/Food/Misc. Expenses – The Board was in agreement for staff to revise the policy to reflect the General Services Administration Continental United States (CONUS) per diem rates. A resolution to authorize revising the code will be presented at the 8/5/15 Board meeting.
- 7.6 HR Round Table at Soos Creek Water District 7/21/15 – Debbie will attend the meeting.


There being no further business of the District, President Landon concluded the meeting at 10:20 a.m.

**BOARD OF COMMISSIONERS**

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

  
\_\_\_\_\_  
Vince Koester, Secretary

**Commissioner (Position 1) - Vacant**

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

  
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Kathleen Quong-Vermetre, Commissioner