



Highline Water District Regular Board Meeting Minutes August 5, 2015

ATTENDEES		
COMMISSIONERS Commissioner Position 1 - Vacant Daniel Johnson Vince Koester George Landon Kathleen Quong-Vermeire	HWD STAFF Matt Everett, General Manager Jeremy DelMar, Engineering/Ops. Manager 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: July 21, 2015 Special Meeting

WARRANTS				
Fund Name	Fund No.	Warrant Date	Vouchers	AMOUNT
Maintenance	09-075-0010	08/06/15	19046 - 19080	\$ 150,131.51
Construction	09-075-3030	08/06/15	901770 - 901772	\$ 28,198.80
ELECTRONIC TRANSFER FUNDS				
Description	Fund No.	Period Ending	EFT Transfer Date	AMOUNT
Payroll Tax	09-075-0010	07/17/15	07/29/15	\$ 24,629.16
Direct Deposit – Payroll	09-075-0010	07/17/15	07/24/15	\$ 62,075.62
Dept of Retirement	09-075-0010	07/17/15	08/14/15	\$ 15,342.12
Dept of Retirement - Deferred Compensation	09-075-0010	07/17/15	07/24/15	\$ 3,708.00
Health Equity (KC-BEN96)	09-075-0010	07/17/15	07/24/15	\$ 197.30
Health Equity (KC-BEN105)	09-075-0010	07/17/15	07/24/15	\$ 88.64
HRA VEBA (KC-BEN60)	09-075-0010	07/17/15	07/24/15	\$ 3,951.63
Dept of Revenue - B&O Tax	09-075-0010	06/30/15	07/28/15	\$ 58,393.81
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 15-8-5A authorizing Amendment No. 3 with BHC Consultants (Contract #12-60-03) relating to Project 13-1A Angle Lake AC Water Main Replacement. Motion duly made and seconded. After discussion, the motion carried unanimously.

Resolution 15-8-5B amending Highline Water District Code (HWDC), Title 2 Officers and Administration, Chapter 2.10 Travel, Section(s) 2.10.010 – Local Conference Attendance at District Expense; 2.10.015 Meals When Attending Local Events; 2.10.050 Per Diem – Food & Misc. Expenses to reflect the General Services Administration Continental United States (CONUS) per diem rates. Motion duly made and seconded. After discussion, the motion carried unanimously.

Resolution 15-8-5C commending Commissioner Landon for 20 Years of service with the District. Motion duly made and seconded. After discussion, the motion carried unanimously.

6. 2ND QUARTER FINANCIALS

Debbie Prior

Debbie reviewed the Statement of Net Position; Statement of Revenues, Expenses and Changes in Net Position; Sources and Applications of Funds (Budget vs. Actual) and answered questions of the Board.

7. STAFF/COMMISSIONERS/ATTORNEY

Jeremy DelMar

7.1 Tyee Well Redevelopment – Matt, Jeremy and Mike Becker, Operations Supervisor, met to discuss options for the well redevelopment. The option to use a chemical injection has been eliminated. At the meeting, it was decided that one year after the redevelopment of the well and new pump installation, the pump would be pulled to determine the condition of the pump/well in order to get a baseline on the frequency required to rehabilitate the well in the future.

Matt Everett

7.2 Water Shortage Contingency Plan Update - Matt will attend the Seattle Operating Board Meeting tomorrow (8/6/15). The current water supply outlook will be discussed. At this time, no mandatory restrictions have been imposed.

7.3 Commissioner Position 1 Vacancy – The first legal notice seeking applications for appointment to fill the vacant commissioner position on the Board is posted on the District's website and was published in the Westside Weekly (Highline Times) on 7/31/15. The next publication will be on 8/7/15. The District has received one letter of interest. The deadline for submission is 8/21/15.



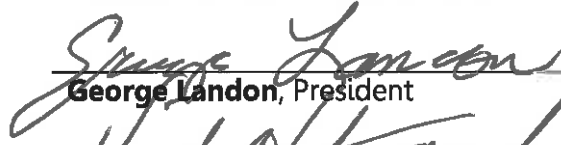
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- 7.4 Advanced Degree (District Engineer) – At the 7/21/15 Special Board meeting, the Board authorized the General Manager to work with legal counsel to draft a Tuition Assistance Agreement with Jeremy DelMar, District Engineer, to obtain an Executive 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..

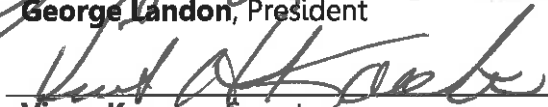
The agreement includes a requirement of 48 months employment and a repayment schedule in the event the employee’s employment is terminated prior to the expiration of the forty-eight month employment period.

There being no further business of the District, President Landon concluded the meeting at 10:22 a.m.

BOARD OF COMMISSIONERS




George Landon, President




Vince Koester, Secretary

Commissioner (Position 1) - Vacant



Daniel Johnson, Commissioner



Kathleen Quong-Vermeire, Commissioner