



Highline Water District Regular Board Meeting Minutes September 2, 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: August 25, 2015 Board Workshop

WARRANTS				
Fund Name	Fund No.	Warrant Date	Vouchers	AMOUNT
Maintenance	09-075-0010	09/03/15	19149 - 19172	\$ 32,098.67
Construction	09-075-3030	09/03/15	901777 - 901778	\$ 22,593.67

ELECTRONIC TRANSFER FUNDS				
Description	Fund No.	Period Ending	EFT Transfer Date	AMOUNT
Payroll Tax	09-075-0010	08/28/15	09/09/15	\$ 25,062.90
Direct Deposit - Payroll	09-075-0010	08/28/15	09/04/15	\$ 63,264.94
Dept of Retirement	09-075-0010	08/28/15	09/15/15	\$ 15,371.12
Dept of Retirement - Deferred Compensation	09-075-0010	08/28/15	09/04/15	\$ 3,708.00
Health Equity (KC-BEN96)	09-075-0010	08/28/15	09/04/15	\$ 197.30
Health Equity (KC-BEN105)	09-075-0010	08/28/15	09/04/15	\$ 88.64
HRA VEBA (KC-BEN60)	09-075-0010	08/28/15	09/04/15	\$ 3,951.63

CONSENT AGENDA RESOLUTIONS		
Item #	Resolution #	Description
None		

4. PUBLIC INPUT

No members of the public attended the meeting.

5. RESOLUTIONS/MOTIONS

No resolutions were presented at the meeting.



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6. STAFF/COMMISSIONERS/ATTORNEY

Jeremy DelMar

- 6.1 Project 13-1A Angle Lake AC Water Main Replacement – Kar-Vel Construction plans to mobilize next week.

Debbie Prior

- 6.2 Risk Assessment Interview with State Auditor – Commissioner Johnson volunteered.
- 6.3 Advance Travel Checks for WASWD Fall Conference – Debbie will distribute the checks at the next Board meeting to Commissioners' Johnson and Quong-Vermeire. The per diem rate is \$46 per day in Wenatchee.
- 6.4 Online Bill Payment Process Contract – A resolution will be presented to the Board at the 9/16/15 Board meeting to authorize a contract with Point and Pay. Debbie will forward a copy of the contract to the Commissioners for their review.

Matt Everett

- 6.5 Ethics/Anti-Harassment and Discrimination Training (9/1/15) – The District hosted the training for Highline and Midway Sewer District employees. The training was provided by Enduris.
- 6.6 Headquarters Exterior Painting – Ongoing.
- 6.7 Commissioner Position 1 Candidate Interviews – A Special Board Meeting is scheduled for 9/10/15 at 9:00 am. The Board will interview the three candidates.
- 6.8 WASWD Retrospective Rating Group Membership Refund – The District received a refund of \$8,256.71.
- 6.9 SPU Water System Supply Update – On August 11th, SPU activated a voluntary stage asking customers to reduce their water usage by 10%. In the first two weeks, the voluntary 10% reduction target was met. There are no mandatory restrictions at this time. Matt will attend the Seattle Operating Board meeting tomorrow (9/3/15) and report back to the Board.
- 6.10 WASWD Fall Conference – Commissioners' Johnson and Quong-Vermeire confirmed their hotel check-in/check-out dates with Matt.



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There being no further business of the District, President Landon concluded the meeting at 9:31 a.m.

BOARD OF COMMISSIONERS

George Landon, President

Vince Koester

Vince Koester, Secretary

Commissioner (Position 1) - Vacant

Daniel Johnson

Daniel Johnson, Commissioner

Kathleen Quong-Vermeire

Kathleen Quong-Vermeire, Commissioner