



**Highline Water District
Special Board Meeting Minutes
September 29, 2015**

ATTENDEES		
COMMISSIONERS Todd Fultz 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 ITEMS

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:	September 16, 2015 Regular Meeting				
WARRANTS					
Fund Name	Fund No.	Warrant Date	Vouchers	AMOUNT	
Maintenance	09-075-0010	09/30/15	19228 - 19269	\$ 756,435.93	
Construction	09-075-3030	09/30/15	901781 - 901786	\$ 34,891.81	
ELECTRONIC TRANSFER FUNDS					
Description	Fund No.	Period Ending	EFT Transfer Date	AMOUNT	
Dept of Revenue - B&O Tax	09-075-0010	08/31/15	09/28/15	\$ 73,708.35	
CONSENT AGENDA RESOLUTIONS					
Item #	Resolution #	Description			
None					

Motion duly made and seconded to approve the Consent Agenda as presented. The motion carried unanimously.

4. PUBLIC INPUT

No members of the public attended the meeting.

5. RESOLUTIONS/MOTIONS

Resolution 15-9-29A authorizing contract 15-50-12 with RH2 Engineering, Inc. for Water System Facility Arc Flash Analysis. Motion duly made and seconded. After discussion, the motion carried unanimously.



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5. RESOLUTIONS/MOTIONS

Motion 15-9-29(1) authorizing the General Manager to amend the 2015 Budget (Headquarters Improvements) to purchase and install security cameras through the Washington State Dept. of Enterprises Contract #04814-WACA-NASPO Security Technology Services, in lieu of using funds reserved for fencing and lighting upgrades. The General Manager is authorized to execute the agreement. Motion duly made and seconded. After discussion, the motion carried unanimously. Reference Item 7.2.

6. SOUND TRANSIT - FEDERAL WAY LINK EXTENSION UPDATE

The Sound Transit Board decided on the I-5 alignment for the link extension. The District's 5.0 mg reservoir at Mansion Hill will need to be relocated by 2019. In addition, a portion of the District's 30" transmission main will be in conflict with this project and WSDOT's 509 project. Jeremy wants the relocation of the 30" transmission main for both projects to be done at the same time.

The District requested a proposal from Gray & Osborne to perform preliminary survey and other services to help define the project and explore feasibility. The District will seek proposals for design and construction services.

7. OTHER

Jeremy DelMar

7.1 Project 14-4 / 40th Ave S Water Main Replacement – The City of SeaTac is the lead agency for this project. The bid opening was held on 9/25/15. R.W. Scott Construction was the low bidder. The bid for the District's water work portion was \$186,888. The City plans to award the project on October 13, 2015.

7.2 2015 Budget for Headquarters Improvements – Jeremy asked the Board to consider amending the budget to purchase security cameras through the Washington State Dept. of Enterprises Contract #04814-WACA-NASPO Security Technology Services, in lieu of using funds reserved for fencing and lighting upgrades. Discussion ensued regarding proposal from ASG on the state contract. The estimated cost is ± \$103,000 plus tax, which is under the 2015 budgeted amount. Staff is continuing to negotiate with ASG for the full scope of the project. The Board was in agreement to authorize the General Manager to enter into contract using the state contract. Action Taken: Reference Motion 15-9-29(1).

7.3 Project 15-1 Tyee Well Redevelopment – Hokkaido Drilling will mobilize next week. The rehabilitation portion of the project is expected to take 2 to 3 weeks to complete.



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7. OTHER

Debbie Prior

- 7.4 Audit Exit Conference – The audit is substantially complete. The exit conference will be held at the 10/27/15 Board meeting.
- 7.5 Flu Shots – Flu shots will be available for District staff and the Commissioners at the District Headquarters on October 8, 2015 at 7:00 am. The cost for a spouse is \$25.00.
- 7.6 Open Government Training Act (ESB 5964) (effective July 1, 2014) - Every member of a governing body of a public agency must complete training requirements on the Open Public Meeting Act. Every local elected official and every local government Public Records Officer must receive records training concerning the Public Records Act and Records Management and Retention laws.

Debbie informed Commissioner Fultz that he has 90-days to complete the Open Government Training and will provide him with a link to online training.

- 7.7 Commissioners' Washington State Retirement Eligibility – Debbie will research details for retirement eligibility and how it relates to retiree medical. Debbie will update the Board at a future meeting.
- 7.8 Commissioner I-9 Forms – Debbie distributed I-9 forms for the Commissioners to complete. The Commissioners will need to show two forms of identification or a U.S. passport.
- 7.9 Employee '30-Yrs. Service' Luncheon – A luncheon for Dave Stanley, Field Supervisor, will be held on Thursday, October 8, 2015 at 12:00 pm at the District.

Matt Everett

- 7.10 Headquarters Exterior Painting – Ongoing.
- 7.11 Tour of Facilities – The Commissioners will provide Matt with dates for touring the District's facilities.



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There being no further business of the District, President Landon concluded the meeting at 10:06 a.m.

BOARD OF COMMISSIONERS



George Landon, President



Vince Koester, Secretary



Todd Fultz, Commissioner



Daniel Johnson, Commissioner



Kathleen Quong-Vermeire, Commissioner