Highline Water District
Regular Board Meeting Minutes
March 7, 2012

ATTENDEES

COMMISSIONERS
Gerald R. Guite
Daniel Johnson
Vince Koester
George Landon
Kathleen Quong-Vermeire

HWD STAFF
Matt Everett, General Manager
Jeremy DelMar, Engineering/Operations Mgr.
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 Koester called the meeting to order at 9:00 a.m.

2. APPROVE AGENDA
   Commissioner Guite's motion to approve the Agenda as presented seconded by Commissioner Landon. The motion carried unanimously.

3. CONSENT AGENDA
   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 28, 2012 Workshop Meeting

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<th>Fund Name</th>
<th>Fund No.</th>
<th>Scheduled Payment Date</th>
<th>Voucher Numbers</th>
<th>TOTAL AMOUNT</th>
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<td>Maintenance</td>
<td>09-075-0010</td>
<td>03/12/12</td>
<td>15082 - 15100</td>
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<td>03/09/12</td>
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   ELECTRONIC TRANSFER FUNDS

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<th>Description</th>
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<th>Period Ending</th>
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<th>AMOUNT</th>
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<td>Payroll Tax</td>
<td>09-075-0010</td>
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<td>03/14/12</td>
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<td>Dept of Retirement</td>
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<td>Dept of Retirement - Deferred Compensation</td>
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<td>Health Equity (KC-BEN96)</td>
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<td>HRA-VEBA (KC-BEN60)</td>
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<td>03/02/12</td>
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   CONSENT AGENDA RESOLUTIONS
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<tr>
<th>Item #</th>
<th>Resolution #</th>
<th>Description</th>
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<tbody>
<tr>
<td>NONE</td>
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</table>

 Commissioner Guite's motion to approve the Consent Agenda as presented seconded by Commissioner Landon. The motion carried unanimously.
4. PUBLIC INPUT
   No members of the public attended the meeting.

5. RESOLUTIONS/MOTIONS
   • Resolution 12-3-7A authorizing the General Manager to enter into consultant agreement
     with BHC Consultants, LLC, for the Phase 1 design of Project 13-1 Angle Lake Water Main
     Replacement. Commissioner Landon's motion to approve seconded by Commissioner
     Quong-Vermeire. After discussion, the motion carried unanimously.

   • Resolution 12-3-7B accepting as complete Des Moines North Twin Bridge Project (HWD
     Project SW10-2). Commissioner Landon's motion to approve seconded by Commissioner
     Guite. After discussion, the motion carried unanimously.

   • Resolution 12-3-7C commending employee (Kevin Lord) for five years of service with the
     District. Commissioner Johnson's motion to approve seconded by Commissioner Landon.
     After discussion, the motion carried unanimously.

   • Resolution 12-3-7D authorizing Change Order #1 for Project 7-2 McMicken Heights Well
     and Treatment Plant (McClure and Sons, Inc.) Commissioner Landon's motion to approve
     seconded by Commissioner Guite. After discussion, the motion carried unanimously.

   • Resolution 12-3-7E declaring miscellaneous field equipment surplus and authorizing
     disposal of the same. Commissioner Johnson's motion to approve seconded by Commissioner
     Landon. After discussion, the motion carried unanimously.

6. STAFF/COMMISSIONERS/ATTORNEY
   Jeremy DelMar
   • Project 11-1 Star Lake & North Hill Tank Painting – The bid advertisement will be published
     will be held on March 27, 2012 at 2:00 pm at the District's headquarters (Board room).

   Jeremy discussed with the Board about the feasibility to perform a practice rescue with
   South King Fire and Rescue (SKFR) at one of the District's water tanks. Jeremy suggested
   SKFR could use the North Hill Tank after it has been drained and prior to the tank recoating
   work. The Board authorized the practice rescue with the provision that SKFR accept full
   liability and sign a Hold Harmless Agreement. Jeremy will discuss with SKFR.
Debbie Prior

- **Commissioners’ Computers** – Debbie informed the Board that Lighthouse Consulting is working on replacing the existing and obsolete “Thin Clients” with a different product. Debbie will discuss with Lighthouse the options the Commissioners requested and update the Board at a future meeting.

Matt Everett

- **Public Works Trust Fund (PWTF) Infrastructure Funding Opportunities** – Matt informed the Board that the District received an email (2/21/12) from Isaac Huang, Public Works Board, regarding the low-interest loan program for funding available to award in the 2013-2015 biennium to local governments. The new online funding application will be available March 15 – May 11, 2012.

Jeremy asked the Board to consider a water main replacement project in the Manhattan area of Normandy Park. The area consists of approximately 10,500 LF of 4” and 6” AC water main. Jeremy will present a more detailed description of the proposed project at a future Board meeting and a resolution to authorize the General Manager to submit a loan application to the Public Works Trust Fund Board.

- **WASWD New Executive Director** – The WASWD Board has hired Blair Burroughs as the new Executive Director. Mr. Burroughs will start on March 19, 2012.

- **Employee Kudos**
  Customer Dian Ferguson sent a letter (3/1/12) to the General Manager expressing her appreciation for the great customer service she received from Brandon Hoesel regarding a water leak.

  Customer Scott Ricker sent an email (3/1/12) to Dave Stanley, Field Supervisor, thanking the District’s field crew (Nick Palmer, Tony Arthur, Keith Coburn) for the super job they did upgrading his water service.

Kathleen Quong-Vermeire

- Kathleen received a Certificate of Achievement for successfully completing “Amateur Radio Emergency Communicator” training from Auxiliary Communications Emergency Solutions on March 6, 2012.
There being no further business of the District, President Koester concluded the meeting at 9:58 AM.

BOARD OF COMMISSIONERS

Vince Koester, President

Daniel Johnson, Secretary

Gerald R. Guite, Commissioner

George Landon, Commissioner

Kathleen Quong Vermeire, Commissioner