1. **CALL TO ORDER**
   President Johnson called the meeting to order at 4:00 p.m.

2. **APPROVE AGENDA**
   Motion duly made and seconded to approve the Agenda as presented. 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.

<table>
<thead>
<tr>
<th>Minutes:</th>
<th>June 5, 2013 Regular Meeting</th>
</tr>
</thead>
</table>

### WARRANTS

<table>
<thead>
<tr>
<th>Fund Name</th>
<th>Fund No.</th>
<th>Warrant Date</th>
<th>Vouchers</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintenance</td>
<td>09-075-0030</td>
<td>06/06/13</td>
<td>16534 - 16551</td>
<td>$62,119.83</td>
</tr>
<tr>
<td>Construction</td>
<td>09-075-0010</td>
<td>06/06/13</td>
<td>901500 - 901502</td>
<td>$190,030.63</td>
</tr>
</tbody>
</table>

### ELECTRONIC TRANSFER FUNDS

<table>
<thead>
<tr>
<th>Fund Name</th>
<th>Fund No.</th>
<th>Period Ending</th>
<th>EFT Transfer Date</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payroll Tax</td>
<td>09-075-0010</td>
<td>06/07/13</td>
<td>06/19/13</td>
<td>$24,247.03</td>
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<tr>
<td>Direct Deposit – Payroll (KC-PAY47)</td>
<td>09-075-0010</td>
<td>06/07/13</td>
<td>06/14/13</td>
<td>$63,948.98</td>
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<tr>
<td>Dept of Retirement</td>
<td>09-075-0010</td>
<td>06/07/13</td>
<td>07/15/13</td>
<td>$10,671.17</td>
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<tr>
<td>Dept of Retirement - Deferred Compensation</td>
<td>09-075-0010</td>
<td>06/07/13</td>
<td>06/14/13</td>
<td>$3,036.50</td>
</tr>
<tr>
<td>Health Equity (KC-BEN96)</td>
<td>09-075-0010</td>
<td>06/07/13</td>
<td>06/14/13</td>
<td>$187.00</td>
</tr>
<tr>
<td>Health Equity (KC-BEN105)</td>
<td>09-075-0010</td>
<td>06/07/13</td>
<td>06/14/13</td>
<td>$73.40</td>
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<tr>
<td>Health Equity (KC-BEN106)</td>
<td>09-075-0010</td>
<td>06/07/13</td>
<td>06/14/13</td>
<td>$37.00</td>
</tr>
<tr>
<td>HRA Veba (KC-BEN60)</td>
<td>09-075-0010</td>
<td>06/07/13</td>
<td>06/14/13</td>
<td>$2,888.00</td>
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<tr>
<td>Dept of Revenue - B&amp;O Tax</td>
<td>09-075-0010</td>
<td>05/31/13</td>
<td>06/26/13</td>
<td>$62,659.31</td>
</tr>
</tbody>
</table>

### CONSENT AGENDA RESOLUTIONS

<table>
<thead>
<tr>
<th>Item #</th>
<th>Resolution #</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>NONE</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Motion duly made and seconded to approve the Consent Agenda as presented. The motion carried unanimously.
3A. RECORDS RETENTION PRESENTATION

Leslie Kozari, Washington State Archives
Leslie Kozari, Electronic Records Management Consultant, gave a presentation on
records retention entitled Public Officials & Public Records.

The Board thanked Ms. Kozari for a very informative presentation.

4. PUBLIC INPUT

No members of the public attended the meeting.

5. RESOLUTIONS/MOTIONS

Resolution 13-6-19A declaring an emergency relating to the relocation of water main
located in vacated S 178th St right-of-way in Tukwila, Washington and waiving the public
bidding requirements. Motion to authorize duly made and seconded. After discussion, the
motion carried unanimously.

Motion 13-6-19(1) to amend, as follows, Section 9 to the Interlocal Agreement with the City
of Des Moines and Highline Water District for the 24th Ave S Improvement Project, to
comply with Federal requirements, which does not allow a City to request a contract
warranty beyond what is provided in the 2012 WSDOT Standard Specifications for Road,
Bridge and Municipal Construction:

Section 9. Ownership and Disposition of Property. The District Work pursuant to this Agreement
shall become and remain the exclusive property of the District upon completion. All other work
constructed under the Project shall become and remain the exclusive property of the City
upon completion. The City will forward or assign to the District any guarantee or warranty furnished as a
normal trade practice in connection with the purchase of any equipment, materials, or items used in
the construction of the Project. The City shall submit redline drawings to the District upon
completion of the Project for District review and approval. The City’s contractor shall warrant the
workmanship and materials utilized in the District Work to be free from defects for a period of one
(1) year from the date of final completion of the City’s Project, provided the District shall retain any
rights, claims or demands the District may have against the City’s contractor relating to the District
Work under applicable statutes of limitation.

Motion to authorize the amendment to the ILA duly made and seconded. After discussion,
the motion carried unanimously.

6. STAFF/COMMISSIONERS/ATTORNEY

Debbie Prior

6.1 Commissioners’ Compensation Increase - Debbie informed the Board that they will
receive $114.00 per meeting effective July 1st.

6.2 Employee Retirement Luncheon – A luncheon for Steve McReynolds, Lead Meter
Technician, to thank him for his 31+ years of service will be held on Thursday, June
27, 2013 at 12:00 p.m. at the District.
6. STAFF/COMMISSIONERS/ATTORNEY

6.3 **Commissioners’ Access to HWD Email Accounts** – Debbie provided instructions for the Commissioners to access their email accounts.

Jeremy DelMar

6.4 **Project 12-1 Military Rd S (S 166th St to S 176th St)** – Jeremy was informed the project limits extend beyond S 164th Street to the north near the Safeway driveway. It will benefit the District to replace an additional 900 LF of AC water main within this area. Jeremy said staff will present a resolution in July for the Board’s consideration to authorize entering into an interlocal agreement with the City of SeaTac (Lead Agency).

6.5 **Project 12-3 S 188th St AC Water Main Replacement** – Jeremy informed the Board that the contractor discovered approximately 15” to 16” of existing asphalt/concrete pavement in the outside northern lane of S 188th Street between 42nd and 46th Ave S. The concrete pavement was not anticipated to be present in this section of the road. This may result in a changed condition for the contractor. The District is retaining a geotechnical/pavement engineer for on-call geotechnical and pavement engineering services to assist the District with any modifications necessary to the design.

There being no further business of the District, President Johnson concluded the meeting at 5:02 PM.

**BOARD OF COMMISSIONERS**

Daniel Johnson, President

Kathleen Quong-Vermeire, Secretary

Gerald R. Guite, Commissioner

Vince Koester, Commissioner

George Landon, Commissioner