



Highline Water District Regular Board Meeting Minutes March 18, 2015

ATTENDEES		
COMMISSIONERS Gerald R. Guite Daniel Johnson Vince Koester George Landon Kathleen Quong-Vermeire	HWD STAFF Matt Everett, General Manager Jeremy DelMar, Engr./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 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: March 4, 2015 Regular Meeting				
WARRANTS				
Fund Name	Fund No.	Warrant Date	Vouchers	AMOUNT
Maintenance	09-075-0010	03/19/15	18551 - 18603	\$ 353,751.84
Construction	09-075-3030	03/19/15	901724 - 901728	\$ 41,111.20
ELECTRONIC TRANSFER FUNDS				
Description	Fund No.	Period Ending	EFT Transfer Date	AMOUNT
Payroll Tax	09-075-0010	03/13/15	03/25/15	\$ 24,521.12
Direct Deposit – Payroll (PAY47)	09-075-0010	03/13/15	03/20/15	\$ 61,349.29
Dept of Retirement	09-075-0010	03/13/15	04/15/15	\$ 12,668.85
Dept of Retirement - Deferred Compensation	09-075-0010	03/13/15	03/20/15	\$ 4,083.00
Health Equity (KC-BEN96)	09-075-0010	03/13/15	03/20/15	\$ 197.30
Health Equity (KC-BEN105)	09-075-0010	03/13/15	03/20/15	\$ 88.64
HRA VEBA (KC-BEN60)	09-075-0010	03/13/15	03/20/15	\$ 3,665.50
CONSENT AGENDA RESOLUTIONS				
Item #	Resolution #	Description		
None				



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4. PUBLIC INPUT

No members of the public attended the meeting.

5. RESOLUTIONS/MOTIONS

No resolutions were presented.

Motion 15-3-18(1) duly made and seconded to cancel the 4/15/15 Board meeting due to scheduling conflict with WASWD Spring Conference and schedule a Special Meeting on 4/13/15 at 9:00 a.m. After discussion, the motion carried unanimously. Reference Item 6.7.

Motion 15-3-18(2) duly made and seconded to authorize and direct District staff and counsel to provide a draft franchise to the City of SeaTac for discussion. After discussion, the motion carried unanimously. Reference Item 8.

6. STAFF/COMMISSIONERS/ATTORNEY

Jeremy DelMar

- 6.1 Project 13-1A Angle Lake Water Main Replacement – The District has secured all easements required on the east and south sides of the project. Staff will be discussing two modifications with property owners for storage facility and to avoid trees.
- 6.2 3/10/15 Normandy Park City Council Meeting – Jeremy and Matt attended the council meeting and discussed the District's Manhattan View Water Main Replacement project. Jeremy informed the Council that the District will delay the project to avoid impacts with City projects.
- 6.3 Project 13-1B Military Rd S at Angle Lake Water Main Replacement – A resolution to accept project as complete will be presented at the 3/24/15 Board Workshop.

Debbie Prior

- 6.4 Year End Financials/Budget vs. Actual – Debbie will email the Commissioners the financial statements including budget vs. actual for discussion at the 3/24/15 Board Workshop meeting.
- 6.5 Employee 30-Years of Service/Retirement Luncheon – A luncheon for Ed Crisamore, Senior Meter Technician, to thank him for his 30 years of service and congratulate him on his upcoming retirement will be held on Tuesday, April 28, 2015 at 12:00 p.m. at the District.

Matt Everett

- 6.6 City of Normandy Park Proposed Budget – District staff noticed on the City's website a line item under Revenue for a water and sewer utility tax. Matt contacted Bob Jean, Interim City Manager, to express his concerns with their proposal.

Commissioners' Johnson and Quong-Vermeire have been asked by the City to participate in the review of the City's proposed budget.



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6. STAFF/COMMISSIONERS/ATTORNEY

6.7 Reschedule or Cancel 4/15/15 Board Meeting? – Matt asked the Board if they wanted to reschedule or cancel the meeting due to scheduling conflict with the WASWD Spring Conference. Action Taken: Reference Item 5, Motion 15-3-18(1).

7. OTHER?


No other items were discussed.

8. EXECUTIVE SESSION TO DISCUSS POTENTIAL LITIGATION UNDER RCW 42.30.110(1)(i) SEATAC UTILITY TAX AND FRANCHISE

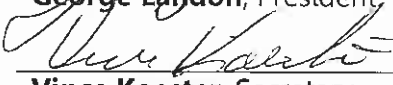
District staff requested an executive session pursuant to RCW 42.30.110(1)(i) to discuss potential litigation. On motion duly made, seconded and carried unanimously, an executive session was convened on that basis. The Commissioners, General Manager, District Engineer, Administrative Manager and John Milne, Legal Counsel, then attended the executive session. Before convening the executive session at 9:22 a.m., Mr. Milne advised the executive session would conclude at 9:32 a.m. At 9:32 a.m. the executive session was extended for another ten minutes which was publicly announced. At 9:42 a.m., the executive session concluded and open public meeting reconvened. Action Taken: Reference Motion 15-3-18(2).

There being no further business of the District, President Landon concluded the meeting at 9:45 a.m.

BOARD OF COMMISSIONERS



George Landon, President

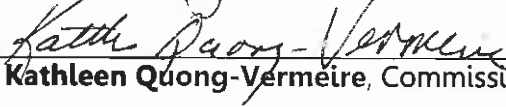


Vince Koester, Secretary

Gerald R. Gulte, Commissioner



Daniel Johnson, Commissioner



Kathleen Quong-Vermeire, Commissioner