



## Highline Water District Board Workshop Meeting Minutes November 24, 2015

ATTENDEES		
<b>COMMISSIONERS</b> Todd Fultz Daniel Johnson Vince Koester George Landon Kathleen Quong-Vermeire	<b>HWD STAFF</b> Matt Everett, General Manager Jeremy DelMar, Engineering/Ops. Manager Debra Prior, Administrative Manager Mary Fossos, Project Coordinator, CIPs	<b>HWD ATTORNEY(S)</b> John Milne, Inslee Best  <b>VISITORS</b>
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:** November 18, 2015 Regular Meeting

#### WARRANTS

Fund Name	Fund No.	Warrant Date	Vouchers	AMOUNT
Maintenance	09-075-0010	11/25/15	19442 - 19466	\$ 25,113.01
Construction	09-075-3030	11/25/15	901799 - 901800	\$ 7,873.55

#### ELECTRONIC TRANSFER FUNDS

Description	Fund No.	Period Ending	EFT Transfer Date	AMOUNT
Payroll Tax	09-075-0010	11/20/15	12/02/15	\$ 23,676.70
Direct Deposit – Payroll	09-075-0010	11/20/15	11/27/15	\$ 61,603.26
Dept of Retirement	09-075-0010	11/20/15	12/15/15	\$ 15,398.37
Dept of Retirement - Deferred Compensation	09-075-0010	11/20/15	11/27/15	\$ 3,708.00
Health Equity (KC-BEN96)	09-075-0010	11/20/15	11/27/15	\$ 197.30
Health Equity (KC-BEN105)	09-075-0010	11/20/15	11/27/15	\$ 88.64
HRA VEBA (KC-BEN60)	09-075-0010	11/20/15	11/27/15	\$ 4,452.36

#### CONSENT AGENDA RESOLUTIONS

Item #	Resolution #	Description
None		

### 4. PUBLIC INPUT

No members of the public attended the meeting.



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**5. RESOLUTIONS/MOTIONS**

Motion 15-11-24(1) duly made and seconded authorizing a 1.6% cost of living increase to non-bargaining unit employees, effective 1/1/2016. After discussion, the motion carried unanimously.

Motion 15-11-24(2) duly made and seconded to cancel the 12/22/15 Board Workshop meeting. After discussion, the motion carried unanimously. Reference Item No. 6.

**6. CANCEL 12/22/15 BOARD WORKSHOP?**

Matt asked the Board if they wanted to cancel the 12/22/15 Workshop meeting before the Christmas Holiday. Discussion ensued. Action Taken: Reference Item No. 5, Motion 15-11-24(2).

**7. 2016 DRAFT BUDGET DISCUSSION**

Draft 2016 Operating Budget – Debbie distributed a draft budget to the Board.

Management discussed the following items:

- No water rate increase in 2016;
- street light rates budget will be increased \$0.25 per month to offset electrical costs;
- reduced the chemicals and power budget due to the Tye Treatment Plant being offline;
- added an engineering position (June 2016);
- legal fee budget increased for potential litigation with the City of Des Moines;
- public outreach budget increased.

Capital Improvement Projects: 

- Consolidated two water main projects in 2017;
- new redundant pump station will be designed in 2016 and constructed in 2017 to improve fire flow;
- Meters/Hydrants/Services budget increased to replace meters and MXU's that are beginning to fail.

A resolution for approval of the final 2016 Operating Budget will be presented at the 12/16/15 Board meeting.

**8. OTHER**

**Debbie Prior**

8.1 Retirement System for Medical Eligibility – Debbie distributed information to the Commissioners on the PERS 1, 2 and 3 plans for their review.

**Matt Everett**

8.2 Interlocal Agreement – Matt recommended to the Board for the District to enter into an interlocal agreement with Midway Sewer District and Southwest Suburban Sewer District to hire attorney (Phil Talmadge) to research utility tax issue regarding the City of Des Moines proposed tax.

The Board was in agreement for Matt to prepare a draft letter to the ratepayers regarding the City's proposed utility tax. The draft letter will be discussed at the 12/2/15 Board meeting.




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There being no further business of the District, President Landon concluded the meeting at 10:05 a.m.

**BOARD OF COMMISSIONERS**

  
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**George Landon**, President

  
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**Vince Koester**, Secretary

  
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**Todd Fultz**, Commissioner

  
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**Daniel Johnson**, Commissioner

  
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**Kathleen Quong-Vermeire**, Commissioner