



Highline Water District Regular Board Meeting Minutes December 2, 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

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: December 2, 2015 Board Meeting

WARRANTS					
Fund Name	Fund No.	Warrant Date	Vouchers	AMOUNT	
Maintenance	09-075-0010	12/03/15	19467 - 19482	\$	20,045.19
Construction	09-075-3030	12/03/15	901801 - 901802	\$	48,821.10
Maintenance - Payroll	09-075-0010	12/04/15	302530 - 302534	\$	4,828.21
ELECTRONIC TRANSFER FUNDS					
Description	Fund No.	Period Ending	EFT Transfer Date	AMOUNT	
Payroll Tax	09-075-0010	11/27/15	12/09/15	\$	12,378.85
Direct Deposit – Payroll	09-075-0010	11/27/15	12/04/15	\$	16,772.03
Dept. of Retirement	09-075-0010	11/27/15	01/15/16	\$	262.23
CONSENT AGENDA RESOLUTIONS					
Item #	Resolution #	Description			
None					

4. PUBLIC INPUT

No members of the public attended the meeting.

5. RESOLUTIONS/MOTIONS

Resolution 15-12-2A authorizing the 2016-2019 collective bargaining agreement, effective 1/1/2016. Motion duly made and seconded. After discussion, the motion carried unanimously.



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5. RESOLUTIONS/MOTIONS

Resolution 15-12-2B authorizing amending the Highline Water District Code (HWDC), Title 6 Water Service Rates and Charges, Section 6.04.040 - Street Light Rates, Table 11, increasing the monthly rate by \$0.25 per month. Motion duly made and seconded. After discussion, the motion carried unanimously.

Motion 15-12-2(1) duly made and seconded authorizing the General Manager to send a letter to Highline customers within the City of Des Moines informing them of the City's intent to impose a utility tax on water and sewer customers at its 12/17/15 Council meeting. After discussion, the motion carried unanimously. Reference Item 9 – Executive Session.

6. 2016 DRAFT CAPITAL IMPROVEMENT PROGRAM (CIP)

Jeremy noted that in 2016, the CIP includes the construction of four water main projects totaling 3.7 miles of AC main replacement; completing the 2015 Comprehensive Water System Plan Update; completing the Tye Well Rehabilitation; and starting preliminary engineering and design on the 560 Zone Lakehaven South Supply Study and Design; Pump Station No 8 at Crestview; and the Mansion Hill Reservoir Relocation relating to Sound Transit's Federal Way Link Extension. A resolution to approve the 2016 Capital Improvement Program will be presented at the 12/16/15 Board meeting.

7. 2016 DRAFT GOALS & OBJECTIVES

Management discussed the Goals & Objectives and answered questions of the Board. A resolution to approve the Goals & Objectives will be presented at the 12/16/15 Board meeting.

8. STAFF/COMMISSIONERS/ATTORNEY

Matt Everett

8.1 Matt prepared a draft letter to Highline customers within the City of Des Moines regarding the City's proposed utility tax. The letter will be discussed in the executive session.

9. EXECUTIVE SESSION - POTENTIAL LITIGATION UNDER RCW 42.30.110(1)(i)

(Discuss City of Des Moines potential utility tax)

Everett reported on the status of the City of Des Moines' consideration of a tax on the District's revenues. He also reported, as authorized by the Board at the November 24, 2015, Board meeting, that a meeting was scheduled for December 4, 2015, with attorney Phil Talmadge to advise the District, as well as Midway Sewer District and Southwest Suburban Sewer District, regarding the city tax matter. He also provided the commissioners for their review and comment, a draft letter to the District's customers in the District's Des Moines water service area informing the customers of the City's consideration of the tax and that the City Council will next consider the adoption of the tax at its December 17, 2015 meeting.

Everett then requested an executive session due to potential litigation to discuss the City of Des Moines' consideration of a tax on the District's revenues. Following discussion, on motion made, seconded and carried unanimously, Commissioner Landon convened an executive session to discuss potential litigation relating to the proposed tax. Before the executive session commenced at 9:55 a.m., Landon advised the executive session would conclude at approximately 10:10 a.m. The Commissioners and District staff Everett, Prior and DelMar, and counsel Milne then



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9. EXECUTIVE SESSION - POTENTIAL LITIGATION UNDER RCW 42.30.110(1)(i)
(Discuss City of Des Moines potential utility tax)

attended the executive session. At 10:10 a.m., the executive session was extended to 10:20 a.m., which as publicly announced. At 10:20 a.m., the executive session was extended to 10:30 a.m., which was publicly announced. At 10:30 a.m., the executive session concluded and open public meeting reconvened.

Following discussion, the Board authorized and directed Everett to send the proposed letter to the District's customers located in the District's Des Moines service area to advise those customers of the City's consideration of adopting a tax on their utility service. Everett was also directed to meet with Talmadge and the other district representatives and to keep the Board further advised. Everett will also contact King County Water District No. 54 to determine whether that district is interested in retaining Talmadge with the other districts regarding the Des Moines tax matter. He will keep the Board further advised. Reference Motion 15-12-2(1).

There being no further business of the District, President Landon concluded the meeting at 10:35 a.m.

BOARD OF COMMISSIONERS


George Landon, President

George Landon, President


Vince Koester, Secretary

Vince Koester, Secretary


Todd Fultz, Commissioner

Todd Fultz, Commissioner


Daniel Johnson, Commissioner

Daniel Johnson, Commissioner


Kathleen Quong-Vermeire, Commissioner

Kathleen Quong-Vermeire, Commissioner