



## Highline Water District Regular Board Meeting Minutes December 16, 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, Insee 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:** December 2, 2015 Board Meeting

**WARRANTS**

Fund Name	Fund No.	Warrant Date	Vouchers	AMOUNT
Maintenance	09-075-0010	12/11/15	19483 - 19483	\$ 7,807.67
Maintenance	09-075-0010	12/16/15	19484 - 19538	\$ 669,557.39
Construction	09-075-3030	12/16/15	901803 - 901803	\$ 5,512.53

**ELECTRONIC TRANSFER FUNDS**

Description	Fund No.	Period Ending	EFT Transfer Date	AMOUNT
Payroll Tax	09-075-0010	12/04/15	12/16/15	\$ 24,142.54
Direct Deposit – Payroll	09-075-0010	12/04/15	12/11/15	\$ 64,315.74
Dept of Retirement	09-075-0010	12/04/15	01/15/16	\$ 15,594.73
Dept of Retirement - Deferred Compensation	09-075-0010	12/04/15	12/11/15	\$ 3,708.00
Health Equity (KC-BEN96)	09-075-0010	12/04/15	12/11/15	\$ 197.30
Health Equity (KC-BEN105)	09-075-0010	12/04/15	12/11/15	\$ 88.64
HRA VEBA (KC-BEN60)	09-075-0010	12/04/15	12/11/15	\$ 4,452.36

**CONSENT AGENDA RESOLUTIONS**

Item #	Resolution #	Description
3.1	15-12-16E	Accept developer extension as complete (SeaMar Family Housing)

**4. PUBLIC INPUT**

No members of the public attended the meeting.



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### 5. RESOLUTIONS/MOTIONS

Resolution 15-12-16A adopting the 2016 Operating Budget.  
Resolution 15-12-16B adopting the 2016 Capital Improvement Program.  
Resolution 15-12-16C adopting the 2016 Goals & Objectives.

Motion duly made and seconded to adopt Resolution(s) 15-12-16A, 15-12-16B and 15-12-16C. After discussion, the motion carried unanimously.

Resolution 15-12-16D amending the Personnel Manual to provide non-bargaining employees the same benefits included in the 2016-2019 Collective Bargaining Agreement with UA Local 32. Motion duly made and seconded. After discussion, the motion carried unanimously.

Resolution 15-12-16E accepting developer extension as complete (SeaMar Family Housing). This resolution was accepted under the Consent Agenda.

Resolution 15-12-16F authorizing Joint Payment Agreement between Highline Water District and the Southwest Suburban and Midway Sewer Districts regarding challenge to Des Moines Tax Ordinance. Motion duly made and seconded. After discussion, the motion carried unanimously.

Resolution 15-12-16G authorizing Joint Prosecution Agreement between Highline Water District and the Southwest Suburban and Midway Sewer Districts regarding challenge to Des Moines Tax Ordinance. Motion duly made and seconded. After discussion, the motion carried unanimously.

Motion 15-12-16(1) duly made and seconded to appoint Commissioner Quong-Vermeire as the 2016 alternate to the District's utility representative on the Seattle Operating Board. After discussion, the motion carried unanimously. Reference Item No. 6.6.

Motion 15-12-16(2) duly made and seconded authorizing the General Manager to send a letter to the City of Des Moines regarding the proposed city utility tax and Draft Substitute Ordinance No. 15-186. After discussion, the motion carried unanimously. Reference Item No. 6.7.

### 6. STAFF/COMMISSIONERS/ATTORNEY

#### Debbie Prior

- 6.1 Waiver Form – Debbie will provide a form to the Commissioners that are electing to decline membership in PERS 2 or 3.

#### Matt Everett

- 6.2 2015 Water Rate Comparison of Seattle and Wholesale Customers – Matt distributed to the Board a copy of the Regional Water Rate Comparison from the 2015 Survey of Wholesale Customers. Matt reported that Highline's rates have dropped to #17 for low and medium consumption, and #21 out of 27 water agencies.
- 6.3 January – November 2015 HWD Monthly Water Supply vs Water Sales – The District's unaccounted for water is at 8.94%. The District believes there is a discrepancy between one of SPU's meters and the District's source meter. Matt will contact SPU and request they check their meters for accuracy.
- 6.4 L & I Retrospective Rating – The District's rating improved from an experience factor of .7884 in 2015 to .6975 for 2016 which will save the District money in L & I insurance premiums.




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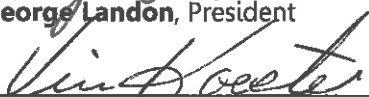
**6. STAFF/COMMISSIONERS/ATTORNEY**


- 6.5 City of SeaTac Ordinance #15-1021 – The District received a letter dated 12/11/15 from Todd Cutts, City Manager, informing the District that the City repealed Chapter 3.90 of the SeaTac Municipal Code relating to the utility tax established for 2015. The collection of the utility tax will cease on March 1, 2016. This will save the District in electrical costs for street lights and pumping stations within the City.
- 6.6 Operating Board Utility Representatives and Alternate – Matt asked the Commissioners to choose an alternate. Action Taken: Reference Item 5, Motion 15-12-16(2).
- 6.7 City of Des Moines Proposed Utility Tax; Draft Substitute Ordinance No. 15-186 – Matt prepared a letter to Mayor Kaplan and the City Council for the Board's review. Action Taken: Reference Motion 15-12-16(2).
- 6.8 District Holiday Party 12/17/15 – The District will close the office at 11:30 am.
- 6.9 General Manager Vacation – Matt will be on vacation the last two weeks of December and return on 1/4/16.
- 6.10 General Manager Performance Review – Matt will provide the Board a copy of the evaluation form. An executive session for the performance review will be scheduled in February.


There being no further business of the District, President Landon concluded the meeting at 9:58 a.m.

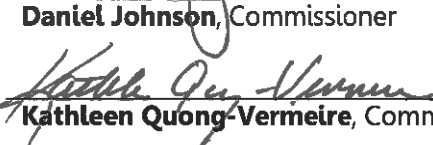
**BOARD OF COMMISSIONERS**

  
\_\_\_\_\_  
George Landon, President

  
\_\_\_\_\_  
Vince Koester, Secretary

  
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Todd Fultz, Commissioner

  
\_\_\_\_\_  
Daniel Johnson, Commissioner

  
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Kathleen Quong-Vermeire, Commissioner