



Highline Water District Regular Board Meeting Minutes January 20, 2016

ATTENDEES		
COMMISSIONERS Todd Fultz 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.

3. CONSENT AGENDA

Motion duly made and seconded to approve the Consent Agenda as presented. The motion carried.

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:	January 6, 2016 Regular Meeting				
WARRANTS					
Fund Name	Fund No.	Warrant Date	Vouchers	AMOUNT	
Maintenance	09-075-0010	01/11/16	19591 - 19591	\$ 3,608.28	
Maintenance	09-075-0010	01/21/16	19592 - 19636	\$ 353,483.89	
Construction	09-075-3030	01/21/16	901811 - 901814	\$ 14,489.52	
Maintenance - Payroll	09-075-0010	01/08/16	302535 - 302535	\$ 3,435.93	
ELECTRONIC TRANSFER FUNDS					
Description	Fund No.	Period Ending	EFT Transfer Date	AMOUNT	
Payroll Tax	09-075-0010	01/01/16	01/13/16	\$ 24,034.42	
Direct Deposit – Payroll	09-075-0010	01/01/16	01/08/16	\$ 57,041.28	
Dept of Retirement	09-075-0010	01/01/16	02/15/16	\$ 15,454.31	
Dept of Retirement - Deferred Compensation	09-075-0010	01/01/16	01/08/16	\$ 3,712.00	
Health Equity (KC-BEN96)	09-075-0010	01/01/16	01/08/16	\$ 256.96	
Health Equity (KC-BEN105)	09-075-0010	01/01/16	01/08/16	\$ 101.18	
HRA VEBA (KC-BEN60)	09-075-0010	01/01/16	01/08/16	\$ 6,147.12	
Dept of Labor & Industries - Tax	09-075-0010	12/31/15	01/28/16	\$ 11,070.45	
CONSENT AGENDA RESOLUTIONS					
Item #	Resolution #	Description			
None					

4. PUBLIC INPUT

No members of the public attended the meeting.

5. RESOLUTIONS/MOTIONS

Resolution 16-1-20A authorizing Small Site Asphalt & Concrete Repair Contract 16-50-01 with Asphalt Patch Systems, Inc. Motion duly made and seconded. After discussion, the motion carried unanimously.



**Highline Water District
Regular Board Meeting Minutes
January 20, 2016**

5. RESOLUTIONS/MOTIONS

Resolution 16-1-20B authorizing SCADA Support Services Contract #16-50-04 with S&B Inc. Motion duly made and seconded. After discussion, the motion carried unanimously.

6. STAFF/COMMISSIONERS/ATTORNEY

Jeremy DelMar

- 6.1 Project 14-1 Comprehensive Water System Plan – Financial Consulting Services Group (FCSG) will give a presentation of the financial component at the 1/26/16 Board Workshop.
- 6.2 Request for Proposals – Jeremy discussed the recommendation to award the design contract to RH2 Engineering for Pump Station No. 8 and discussed soliciting interviews from two of the four submittals for the Mansion Hill Reservoir Relocation project. The District will interview Gray & Osborne and Stantec in early February.
- 6.3 Project 14-3 Manhattan View Water Main Replacement – The City of Normandy Park proposed that the District pay a fee for the City to assume responsibility for the road restoration. The Board was in agreement for staff to prepare an agreement with the City. The District will advertise for bids in February.
- 6.4 Vehicle Theft – On 1/14/16 a District service truck (#69) was stolen from the headquarters site. The City of Kent Police department was given a copy of the security video. The truck has not been recovered. Enduris Insurance has been notified of the incident.

Matt Everett

- 6.5 2015 HWD Monthly Water Supply vs Water Sales – The unaccounted for water was slightly over 11%. The District believes that a portion of the water loss is due to Seattle's meter over registering. The City has been informed of the District's concerns with the meter.
- 6.6 SB 6115 – Utility Tax Cap – The WASWD Government Relations Committee was unanimous in not supporting the bill at this time.
- 6.7 City of Des Moines Proposed Utility Tax on Water Bills
Commissioners' Johnson and Fultz reported on their recent discussion with the City of Des Moines Mayor, Matt Pina, and Mayor Pro-tem, Vic Pennington, regarding the City's desire to add a utility tax on the District's water rate revenue. They stated the City may be interested in negotiating a short-term (approximately 5 years) franchise agreement with the District which would include a more reasonable tax, less than the 16% and 11% rates previously discussed. They hope to reach an agreement within the next four months at the latest.

Kathleen Quong-Vermeire

- 6.8 HB 1047 State Agencies-Continuity Of Operations Plan (effective date 7/24/15)
Commissioner Quong-Vermeire recommended the Board review HB 1047 which places responsibility on each state agency for developing an organizational continuity of operations plan that is updated and exercised annually in compliance with the program for interagency coordination of continuity of operations planning.



**Highline Water District
Regular Board Meeting Minutes
January 20, 2016**

There being no further business of the District, President Koester concluded the meeting at 10:09 a.m.

BOARD OF COMMISSIONERS



Vince Koester, President



Todd Fultz, Secretary



Daniel Johnson, Commissioner



George Landon, Commissioner



Kathleen Quong-Vermeire, Commissioner