



Highline Water District Board Workshop Meeting Minutes March 22, 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 Koester 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 16, 2016 Regular Meeting

WARRANTS

Fund Name	Fund No.	Warrant Date	Vouchers	AMOUNT
Maintenance	09-075-0010	03/24/16	19832 - 19868	\$ 63,265.75
Construction	09-075-3030	03/24/16	901843 - 901846	\$ 9,118.08

ELECTRONIC TRANSFER FUNDS

Description	Fund No.	Period Ending	EFT Transfer Date	AMOUNT
Payroll Tax	09-075-0010	03/11/16	03/23/16	\$ 24,351.61
Direct Deposit – Payroll	09-075-0010	03/11/16	03/18/16	\$ 60,961.90
Dept of Retirement	09-075-0010	03/11/16	04/15/16	\$ 15,670.15
Dept of Retirement - Deferred Compensation	09-075-0010	03/11/16	03/18/16	\$ 4,073.00
Health Equity (KC-BEN96)	09-075-0010	03/11/16	03/18/16	\$ 256.96
Health Equity (KC-BEN105)	09-075-0010	03/11/16	03/18/16	\$ 101.18
HRA VEBA (KC-BEN60)	09-075-0010	03/11/16	03/18/16	\$ 6,147.12
Dept of Revenue - B&O Tax	09-075-0010	02/29/16	03/28/16	\$ 44,872.57

CONSENT AGENDA RESOLUTIONS

Item #	Resolution #	Description
None		

4. PUBLIC INPUT

No members of the public attended the meeting.

5. RESOLUTIONS/MOTIONS

Resolution 16-3-22A awarding construction contract 16-70-12 to Miles Resources, LLC for Project 14-3 Manhattan View Water Main Replacement. Motion duly made and seconded. After discussion, the motion carried unanimously.



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6. 2015 ANNUAL REPORT – UPDATE

Management discussed the 2015 Annual Report with the Board. The report is available for viewing on the District's website.

7. S 268TH ST WATER MAIN REPLACEMENT – UPDATE

Jeremy updated the Board as follows:

Two interlocal agreements (ILA) will be presented to the Board in April. (1) ILA with Midway Sewer District to partner with Highline on this project. Highline will be the Lead agency; (2) ILA with the City of Des Moines. Highline will pay the City for asphalt restoration (Midway and PSE will share in the costs). A resolution will be presented to the Board in April to authorize a consultant agreement with Gray & Osborne to provide construction management services.

8. OTHER

Debbie Prior

8.1 Active Shooter Crime Prevention – Two members of the Kent Police Department gave a presentation at the 3/17/16 Employee meeting.

Matt Everett

8.2 Annual Performance Review – Matt reminded the Board of his annual performance review. Matt will provide the Commissioners with the evaluation form at the 4/6/16 Board meeting.

There being no further business of the District, President Koester concluded the meeting at 10:30 a.m.

BOARD OF COMMISSIONERS



Vince Koester, President



Todd Fultz, Secretary



Daniel Johnson, Commissioner



George Landon, Commissioner



Kathleen Quong-Vermeire, Commissioner