



**Highline Water District
Regular Board Meeting Minutes
April 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 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: April 6, 2016 Board Workshop

WARRANTS				
Fund Name	Fund No.	Warrant Date	Vouchers	AMOUNT
Maintenance	09-075-0010	04/11/16	19909 - 19909	\$ 3,339.42
Maintenance	09-075-0010	04/21/16	19910 - 19970	\$ 151,684.13
Construction	09-075-3030	04/21/16	901850 - 901857	\$ 267,840.79

ELECTRONIC TRANSFER FUNDS				
Description	Fund No.	Period Ending	EFT Transfer Date	AMOUNT
Payroll Tax	09-075-0010	04/08/16	04/20/16	\$ 24,594.94
Direct Deposit – Payroll	09-075-0010	04/08/16	04/15/16	\$ 61,268.72
Dept of Retirement	09-075-0010	04/08/16	05/13/16	\$ 15,776.31
Dept of Retirement - Deferred Compensation	09-075-0010	04/08/16	04/15/16	\$ 4,073.00
Health Equity (KC-BEN96)	09-075-0010	04/08/16	04/15/16	\$ 256.96
Health Equity (KC-BEN105)	09-075-0010	04/08/16	04/15/16	\$ 101.18
HRA VEBA (KC-BEN60)	09-075-0010	04/08/16	04/15/16	\$ 6,147.12
Dept of Revenue - B&O Tax	09-075-0010	03/31/16	04/26/16	\$ 67,002.26

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

Resolution 16-4-20A authorizing Change Order No. 1 to Contract 16-50-03 with Pacific Power Generation. Motion duly made and seconded. After discussion, the motion carried unanimously.

Resolution 16-4-20B authorizing developer extension agreement (SeaTac Aloft Hotel). Motion duly made and seconded. After discussion, the motion carried unanimously.

6. STAFF/COMMISSIONERS/ATTORNEY

Jeremy DelMar

6.1 Project 13-3 SeaTac 28th/24th Ave S Extension (S 200th to S 208th) – The City of SeaTac (lead agency) held the bid opening on 4/1/16. The low bidder was Ceccanti, Inc. The engineer's estimate for the District's work was \$171,400.35. Ceccanti's bid was \$123,516.00.

6.2 Tyee Well Rehabilitation – District crews excavated around the well to expose the pitless adapter. There were no leaks found. Jeremy will meet with consultant on 4/22/16 to determine how surface water is leaking into the well. District crews will excavate around the well head and Hokkaido Drilling will then seal the well column.

Commissioner Quong-Vermeire asked Jeremy to report to the Board the lost revenue since the shutdown.

Debbie Prior

6.3 1st Quarter Financials - Debbie will email the Commissioners the 1st Quarter Financials this week for discussion at the 4/26/16 Board Workshop.

6.4 Amending Miscellaneous Rates – A resolution to amend the rates for hydrant meter rentals, labor, and equipment fees will be presented at a future meeting.

Matt Everett

6.5 2017 Connection Charge Increase – Based on the Water Cost of Service Rate Study & GFC Update prepared by the FCS Group for the Water System Plan, the proposed GFC calculation for a 5/8" & 3/4" meter should be increased from \$3,521 to \$4,043. Matt recommended increasing the GFC by \$261.00 in 2017 and again in 2019 by \$261.00. No decision was made. This will be discussed further at a future Board meeting.

7. EXECUTIVE SESSION - POTENTIAL LITIGATION Under RCW 42.30.110(1)(i)

City of Des Moines Utility Tax and Franchise

District staff requested an executive session to discuss potential litigation pursuant to RCW 42.30.110 (1)(i) relating to a possible City of Des Moines utility tax and franchise. On motion duly made, seconded and carried unanimously, an executive session was convened on that basis. The Commissioners, District staff and Milne then attended the executive session. Before convening the executive session at 9:20 a.m., Commissioner Koester advised the executive session would conclude at 9:35 a.m. At 9:35 a.m., the executive session was extended to 9:45 a.m., which was publicly announced. At 9:45 a.m., the executive session concluded and open public meeting reconvened. No action taken.



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There being no further business of the District, President Koester concluded the meeting at 9:46 a.m.

BOARD OF COMMISSIONERS



Vince Koester, President



Todd Fultz, Secretary



Daniel Johnson, Commissioner



George London, Commissioner



Kathleen Quong-Vermeire, Commissioner