



**Highline Water District
Regular Board Meeting Minutes
May 4, 2016**

ATTENDEES		
COMMISSIONERS Todd Fultz Daniel Johnson Vince Koester George Landon Kathleen Quong-Vermeire	HWD STAFF Matt Everett, General Manager Jeremy DeMar, 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 26, 2016 Workshop

WARRANTS				
Fund Name	Fund No.	Warrant Date	Vouchers	AMOUNT
Maintenance	09-075-0010	05/04/16	19980 - 20011	\$ 285,907.94
Construction	09-075-3030	05/04/16	901859 - 901861	\$ 11,742.89

ELECTRONIC TRANSFER FUNDS				
Description	Fund No.	Period Ending	EFT Transfer Date	AMOUNT
Payroll Tax	09-075-0010	04/22/16	05/04/16	\$ 26,557.88
Direct Deposit – Payroll	09-075-0010	04/22/16	04/29/16	\$ 67,891.64
Dept of Retirement	09-075-0010	04/22/16	05/13/16	\$ 16,148.21

CONSENT AGENDA RESOLUTIONS

Item #	Resolution #	Description
None		

4. PUBLIC INPUT

No members of the public attended the meeting.

5. RESOLUTIONS/MOTIONS

Resolution 16-5-4A awarding construction contract #16-70-13 to SCI Infrastructure, LLC for Project 16-5 S 268th St Water Main Replacement & Brightwood Park Sewer Main Replacement. Motion duly made and seconded. After discussion, the motion carried unanimously.

Resolution 16-5-4B authorizing an Interlocal Agreement between Highline Water District and the City of Des Moines for payment to the City in lieu of performing the HMA Surface Improvements for Project 16-5 S 268th St Water Main & Brightwood Park Sewer Main Replacement. Motion duly made and seconded. After discussion, the motion carried unanimously.



5. RESOLUTIONS/MOTIONS

Resolution 16-5-4C authorizing Planning and Preliminary Engineering Agreement with Sound Transit relating to the Federal Way Link Extension (HWD Project 16-3 Mansion Hill Relocation). Motion duly made and seconded. After discussion, the motion carried unanimously.

Resolution 16-5-4D authorizing Consulting Services Agreement #16-60-05 with Stantec Consulting Services, Inc. for Phase 1 of Project 16-3 Mansion Hill Reservoir Relocation. Motion duly made and seconded. After discussion, the motion carried unanimously.

6. STAFF/COMMISSIONERS/ATTORNEY

Matt Everett

6.1 Mansion Hill 2.5 mg Reservoir – A 3-foot diameter vent on the tank was scheduled to be replaced. On further inspection by the District's contractor (Streich Bros.), the structures below that support the vent are also corroded and need to be replaced. The repairs will require the tank to be drained.

6.2 Finance Manager – Debbie will out of the office for two weeks.

6.3 SPU Meter Discrepancies – SPU is willing to give HWD a credit for the discrepancy on the Pump Station No. 3 meter. SPU's meter at Pump Station No. 2 is registering approximately 32% higher than the District's meter. The next step will be to schedule an independent company to read both meters at the same time.

6.4 Chargeable Damage @ 18939 34th Ave S – Affordable Plumbing hit the District's main on 9/22/15. If the balance due for the damages is not paid by 5/6/16, the District will pursue legal action for triple damages, legal fees and staff time.

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

Discuss City of Des Moines Franchise Agreement

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 franchise. On motion duly made, seconded and carried unanimously, an executive session was convened on that basis. The Commissioners, General Manager and Milne then attended the executive session. Before convening the executive session at 9:33 a.m., Commissioner Koester advised the executive session would conclude at 9:53 a.m. At 9:53 a.m., the executive session was extended ten minutes to 10:03 a.m., which was publicly announced. At 10:03 a.m., the executive session was extended five minutes to 10:08 a.m., which was publicly announced. At 10:08 a.m., the executive session concluded and open public meeting reconvened. No action taken.



**Highline Water District
Regular Board Meeting Minutes
May 4, 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