



Highline Water District Regular Board Meeting Minutes June 1, 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: May 24, 2016 Board Workshop

WARRANTS

Fund Name	Fund No.	Warrant Date	Vouchers	AMOUNT
Maintenance	09-075-0010	06/02/16	20076 - 20096	\$ 17,212.54
Construction	09-075-3030	06/02/16	901877 - 901878	\$ 888.32

ELECTRONIC TRANSFER FUNDS

Description	Fund No.	Period Ending	EFT Transfer Date	AMOUNT
Payroll Tax	09-075-0010	05/20/16	06/01/16	\$ 25,611.98
Direct Deposit - Payroll	09-075-0010	05/20/16	05/27/16	\$ 63,535.60
Dept of Retirement	09-075-0010	05/20/16	06/15/16	\$ 16,306.79
Dept of Retirement - Deferred Compensation	09-075-0010	05/20/16	05/27/16	\$ 4,073.00
Health Equity (KC-BEN96)	09-075-0010	05/20/16	05/27/16	\$ 256.96
Health Equity (KC-BEN105)	09-075-0010	05/20/16	05/27/16	\$ 101.18
HRA VEBA (KC-BEN60)	09-075-0010	05/20/16	05/27/16	\$ 6,147.12

CONSENT AGENDA RESOLUTIONS

Item #	Resolution #	Description
None		

4. PUBLIC INPUT

No members of the public attended the meeting.

5. RESOLUTIONS/MOTIONS

Resolution 16-6-1A accepting as complete Project 14-4 40th Ave S Water Main Replacement. Motion duly made and seconded. After discussion, the motion carried unanimously.



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6. OTHER

Greg Wilson

- 6.1 Point and Pay Online Processing – The District went live with Point and Pay on May 24, 2016. Nine hundred on-line accounts have been activated and customer service staff assisted customers with the transition to the new online system.

Jeremy DelMar

- 6.2 Capital Improvements Program (CIP) – Jeremy updated the Board on the following CIP projects:

- *Project 13-1A Angle Lake Water Main Replacement – Restoration ongoing. Contractor is prepping driveways for paving. Anticipate project completion end of June.*
- *Project 14-3 Manhattan View Water Main Replacement – All water main installed, tested. Installation of services ongoing. Restoration to follow. Anticipate project completion early July.*
- *Project 15-1 Tyee Well Redevelopment – Hokkaido Drilling will seal the well column. District crews are replacing main from the wellhead to the treatment plant. Working on project coordination.*
- *Project 13-3 SeaTac 24th/28th Ave S Extension – The District is waiting for the schedule of the water work portion from the City of SeaTac.*
- *Project 14-1 Water System Plan Update – The District has received comments from the cities served except Des Moines and Federal Way. The Department of Health comments are due this month.*
- *Project 16-5 S 268th St Water Main Replacement & Brightwood Park Sewer Main Replacement – Preconstruction meeting was held last week. Highline is the lead agency. Construction will begin this month.*

Matt Everett

- 6.3 Entry Level Meter Technician Position – Interviews for five candidates are being conducted this week.
- 6.4 2.5 MG Mansion Hill Reservoir Emergency Repairs – Matt informed the Board that the estimate from Streich Bros. to repair the corroded vent and supporting structures is approximately \$97,000. The work is based on time and materials.
- 6.5 Annual Report to State Auditor – The annual financial report was sent to the auditor this week.
- 6.6 Draft Franchise Agreement with the City of Des Moines – Matt updated the Board on the negotiations with the City.



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6. OTHER

Vince Koester

- 6.7 Vacation - Vince will be on vacation the week of June 13th and will not be attending the 6/15/16 Board meeting.

There being no further business of the District, President Koester concluded the meeting at 9:50 a.m.

BOARD OF COMMISSIONERS

Vince Koester, President

Todd Fultz, Secretary

Daniel Johnson, Commissioner

George Landon, Commissioner

Kathleen Quong-Vermeire, Commissioner