



Highline Water District Regular Board Meeting Minutes June 15, 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

Secretary Fultz 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: June 1, 2016 Regular Meeting

WARRANTS				
Fund Name	Fund No.	Warrant Date	Vouchers	AMOUNT
Maintenance	09-075-0010	06/08/16	20097 - 20097	\$ 3,387.02
Maintenance	09-075-0010	06/16/16	20098 - 20137	\$ 1,185,345.10
Construction	09-075-3030	06/16/16	901879 - 901883	\$ 882,414.55
ELECTRONIC TRANSFER FUNDS				
Description	Fund No.	Period Ending	EFT Transfer Date	AMOUNT
Payroll Tax	09-075-0010	06/03/16	06/15/16	\$ 27,467.97
Direct Deposit-Payroll	09-075-0010	06/03/16	06/10/16	\$ 67,889.73
Dept of Retirement	09-075-0010	06/03/16	07/15/16	\$ 16,898.86
Dept of Retirement-Deferred Compensation	09-075-0010	06/03/16	06/10/16	\$ 4,073.00
Health Equity (KC-BEN96)	09-075-0010	06/03/16	06/10/16	\$ 256.96
Health Equity (KC-BEN105)	09-075-0010	06/03/16	06/10/16	\$ 101.18
HRA VEBA (KC-BEN60)	09-075-0010	06/03/16	06/10/16	\$ 6,147.12
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 16-6-15A authorizing developer extension agreement for Southwest Suburban Sewer District Office (SWSSD Office). Motion duly made and seconded. After discussion, the motion carried unanimously.

Resolution 16-6-15B authorizing developer extension agreement for Des Moines Creek Business Park - Phase III. Motion duly made and seconded. After discussion, the motion carried unanimously.

Resolution 16-6-15C commending employee (Carryn Frye) for ten years of service with the District. Motion duly made and seconded. After discussion, the motion carried unanimously.

6. OTHER

Jeremy DelMar

6.1 6/12/16 Main Break at 2nd Ave S & S 202nd St – At 5:23 am on Sunday, a 4" AC main ruptured on 2nd Ave S. Four homes sustained water damage (basement, garage, crawl space). A "Boil Water Advisory" was given to the affected residents. District crews repaired the main and water service resumed at 3:15 pm. The water quality samples had no bacteria and the boil water advisory was lifted on Tuesday (6/14/16).

Due to the poor condition of the AC main and a previous break in 2007, Jeremy recommended to the Board for staff to start the design process in 2016 to replace the main with construction in early 2017. The funding allocation for pipeline improvement projects was included in the 2016 Capital Improvement Program.

6.2 Ground Breaking Ceremony (28th/24th Ave Extension Project) – Jeremy informed the Board the ceremony will be held today at 11:00 a.m. on S 204th Street west of International Blvd.

Matt Everett

6.3 Entry Level Meter Technician Position – Sean Davis will be starting on Monday, June 20th.

6.4 Draft Franchise Agreement with the City of Des Moines – Matt provided the Board with a copy of the draft Water Franchise Agreement prepared by the District and the City. City staff will present the agreement to their council on 6/23/16. If approved by the City, the District would then have thirty days to approve. Discussion ensued.

6.5 AWWA 2016 Annual Conference & Exposition – 6/19/22-6/22/16, Chicago, IL – Matt and Commissioner Quong-Vermeire will be attending the conference next week.



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There being no further business of the District, Secretary Fultz 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