



Highline Water District Regular Board Meeting Minutes October 5, 2016

ATTENDEES			(Strikeouts indicate absence)
COMMISSIONERS	HWD STAFF	HWD ATTORNEY(S)	
Todd Fultz	Matt Everett, General Manager	John Milne, Inslee Best	
Daniel Johnson	Jeremy DelMar, Engr./Operations Mgr.	CONSULTANTS	
Vince Koester	Debra Prior, Administrative Manager		
George Landon	Mary Fossos, Project Coordinator, CIPs		
Kathleen Quong-Vermeire	Greg Wilson, Customer Service Supervisor		

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.

Minutes:	9/27/16 Workshop				
WARRANTS					
Fund Name	Fund No.	Warrant Date	Vouchers	AMOUNT	
Maintenance	09-075-0010	10/06/16	20510 - 20533	\$ 97,543.79	
Construction	09-075-3030	10/06/16	901931 - 901931	\$ 5,280.47	
Description	Fund No.	Period Ending	EFT Transfer Date	AMOUNT	
Payroll Tax	09-075-0010	09/23/16	10/05/16	\$26,417.08	
Direct Deposit – Payroll	09-075-0010	09/23/16	09/30/16	\$68,238.66	
Dept of Retirement	09-075-0010	09/23/16	10/14/16	\$16,193.10	
Dept of Labor & Industries	09-075-0010	09/30/16	10/28/16	\$10,789.67	
CONSENT AGENDA RESOLUTIONS					
Item #	Resolution #	Description			
None					

4. PUBLIC INPUT

No members of the public attended the meeting.

5. RESOLUTIONS

Resolution 16-10-5A authorizing Small Site Asphalt & Concrete Patching Repair Work Contract 16-50-18 with AA Asphaltting, LLC. Motion duly made and seconded. After discussion, the motion carried unanimously.

Motion 16-10-5(1) – Reference Item 6.1.

6. STAFF/COMMISSIONERS/ATTORNEY

Greg Wilson

6.1 Credit Card Processing Fees – Greg informed the Board that 4,000 customers have signed up for online access. Greg asked the Board to consider restricting large commercial and government accounts, and large apartment complexes from paying with credit cards and only allow payment by e-checks due to excessive processing fees. Discussion ensued. Action Taken: Motion 16-10-5(1) duly made and seconded authorizing staff to restrict credit card payments from large commercial and government accounts, and large apartment complexes. Motion carried unanimously.



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6. STAFF/COMMISSIONERS/ATTORNEY

Jeremy DelMar

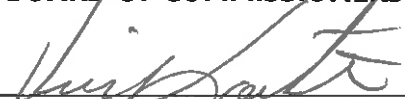
- 6.2 WSDOT SR509 Update – Jeremy informed the Board that he met on Monday (10/3/16) with engineers from WSDOT to discuss upcoming SR509 work. WSDOT plans construction in 2023-2025 from Kent-Des Moines Road to 24th Ave S and 24th Ave S to S 188th St in 2026-2028. Discussion ensued. No action taken.
- 6.3 2017 Water Main Replacement – A resolution to authorize a design contract with Gray & Osborne, Inc. will be presented at the 10/19/16 Board meeting. The project consists of replacing AC water main in various locations of the District.

Matt Everett

- 6.4 Pump Station No. 8 Property Acquisition – A public hearing will be held at the October 19, 2016 Board meeting to consider taking final action by approval and adoption of a resolution authorizing the commencement of legal proceedings to acquire by eminent domain (condemnation) certain real estate property necessary for the construction of a new booster pump station and appurtenances to be referred to as Pump Station No. 8.
- 6.5 Medical Insurance - Matt informed the Board that the District's premiums for employee health insurance will be increased by approximately 10% in 2017.
- 6.6 Customer Service Letter – The District received a letter from Lee J. Thompson thanking Jeff and Kevin for their guidance on how to fix a broken sprinkler line.

There being no further business of the District, President Koester concluded the meeting at 9:53 a.m.

BOARD OF COMMISSIONERS



Vince Koester, President



Todd Fultz, Secretary



Daniel Johnson, Commissioner



George Landon, Commissioner

Kathleen Quong-Vermeire, Commissioner