



Highline Water District Board Workshop Meeting Minutes November 22, 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			

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:	11/16/16 Board Workshop			
WARRANTS				
Fund Name	Fund No.	Warrant Date	Vouchers	AMOUNT
Maintenance	09-075-0010	11/23/16	20695 - 20723	\$ 181,572.09
Construction	09-075-3030	11/23/16	901943 - 901948	\$ 18,652.43
CONSENT AGENDA RESOLUTIONS				
Item #	Resolution #	Description		
None				

4. PUBLIC INPUT

No members of the public attended the meeting.

5. RESOLUTIONS

None

6. DRAFT 2017 BUDGET

Debbie reviewed the draft budget and answered questions of the Board. Jeremy discussed the capital improvement projects. A resolution to adopt the budget will be presented at the 12/21/16 Board meeting.

7. OTHER

Matt Everett

7.1 WASWD Section IV Meeting (11/21/16) – Members discussed opposition to King County Franchise Ordinance 2016-0521 which imposes an annual rental fee on all utility agencies with infrastructure located in the County’s right-of-way. The WASWD Board of Directors will continue the discussion at their 11/28/16 meeting.

Kathleen Quong-Vermeire

7.2 Tri-State WUC Meeting (11/18/16) – Kathleen attended the meeting and received information from several attendees regarding other counties’ franchise fees. The District forwarded the information to legal counsel to review.



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8. EXECUTIVE SESSION – PERSONNEL MATTER PER RCW 42.30.110, SECTION 1(g):

District staff requested an executive session pursuant to RCW 42.30.110 (1) (g) to consider personnel matters. On motion duly made, seconded and carried unanimously, an executive session was convened on that basis. The Commissioners and General Manager, Matt Everett attended the executive session. Before convening the executive session at 9:52 a.m., President Koester advised the executive session would conclude at 10:07 a.m. At 10:07 a.m., Matt Everett was excused from the session, and the Commissioners extended the executive session to 10:27 a.m., which was publicly announced. At 10:27 a.m., the executive session concluded and the open public meeting reconvened, at which time, Matt Everett rejoined the meeting.

Following discussion, President Koester announced the Board of Commissioners' decision to give District employees the following wage adjustments: **(1)** To bring up to market levels, give seven District positions half the wage increases proposed by the General Manager effective 1/1/2017 and the other half on 1/1/2018; and all other employees, except for entry-level positions, a 1% wage increase on 1/1/2017; and **(2)** Give all District positions a 2% COLA adjustment effective 1/1/2017. District staff will incorporate the Board's approved wage adjustments into its 2017 and 2018 wage matrix for each District position.

There being no further business of the District, President Koester concluded the meeting at 9:38 a.m.

BOARD OF COMMISSIONERS



Vince Koester, President



Todd Fultz, Secretary



Daniel Johnson, Commissioner



George Landon, Commissioner



Kathleen Quong-Vermeire, Commissioner