



Highline Water District Regular Board Meeting Minutes December 7, 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:	11/22/16 Board Workshop				
WARRANTS					
Fund Name	Fund No.	Warrant Date	Vouchers	AMOUNT	
Maintenance	09-075-0010	12/08/16	20724 - 20756	\$ 64,799.13	
Construction	09-075-3030	12/08/16	901952 - 901954	\$ 14,590.47	
Maintenance - Payroll	09-075-0010	12/02/16	302555 - 302558	\$ 4,880.72	
ELECTRONIC TRANSFER FUNDS					
Description	Fund No.	Period Ending	EFT Transfer Date	AMOUNT	
Payroll Tax	09-075-0010	11/18/16	11/30/16	\$ 24,567.13	
Payroll Tax	09-075-0010	11/25/16	12/07/16	\$ 12,164.09	
Direct Deposit – Payroll	09-075-0010	11/18/16	11/25/16	\$ 62,604.46	
Direct Deposit – Payroll	09-075-0010	11/25/16	12/02/16	\$ 16,460.99	
Dept of Retirement	09-075-0010	11/18/16	12/15/16	\$ 16,093.80	
Dept of Retirement	09-075-0010	11/25/16	12/15/16	\$ 266.04	
Dept of Retirement - Deferred Compensation	09-075-0010	11/18/16	11/25/16	\$ 4,073.00	
Health Equity (KC-BEN96)	09-075-0010	11/18/16	11/25/16	\$ 256.96	
Health Equity (KC-BEN105)	09-075-0010	11/18/16	11/25/16	\$ 101.18	
HRA VEBA (KC-BEN60)	09-075-0010	11/18/16	11/25/16	\$ 4,816.59	
Department of Revenue - B&O Tax	09-075-0010	10/31/16	11/29/16	\$ 62,666.70	
CONSENT AGENDA RESOLUTIONS					
Item #	Resolution #	Description			
3.1	16-12-7A	Accept Developer Extension As Complete (Ridgeview Townhomes)			

4. PUBLIC INPUT

No members of the public attended the meeting.

5. RESOLUTIONS/MOTIONS

Resolution 16-12-7A accepting developer extension (Ridgeview Townhomes) as complete was approved under the Consent Agenda.



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5. RESOLUTIONS/MOTIONS

The General Manager asked the Board to consider canceling the December 27, 2016 Board Workshop. Additionally it was requested the Board consider cancelling the February 28, 2017 Board Workshop which is one day prior to the first regular Wednesday meeting in March 2017.

Motion 16-12-7(1) duly made and seconded to cancel the 12/27/16 Board Workshop and the 2/28/17 Board Workshop. After discussion the motion carried unanimously.

6. 2017 CAPITAL IMPROVEMENT PROGRAM (CIP)

Jeremy presented the 2017 CIP to the Board and described each project and status. Discussion ensued. No action taken. The formal adoption will be presented to the Board at the 12/21/16 Board meeting.

7. 2017 GOALS & OBJECTIVES

Emphasis will be placed on the following goals: ▪ implementing email retention software; ▪ updating HWD Code Book and procedures as warranted; ▪ participate in one community event; ▪ meter replacement program (switching to Badger products); ▪ research implementing Microsoft Office 365; and ▪ replacing Master Telemetry Unit (SCADA) at the District's Headquarters.

8. 2017 BUDGET

The following revisions were made to the 11/22/16 draft budget: ▪ pay rates revised per Board Motion 16-11-22(1); ▪ increased budget for Pump Station No. 8 project due to quick property acquisition; ▪ included a 2.6% water rate increase for 2017.

9. STAFF/COMMISSIONERS/ATTORNEY

Jeremy DelMar

9.1 Project 16-2 Pump Station No. 8 – District acquired Harper property. The asbestos survey noted six locations in the house with asbestos. The District will apply for a demolition permit from the City of Tukwila this month. A resolution to amend RH2's consultant contract to include design services will be presented to the Board in January 2017.

9.2 Project 17-1 2017 AC Water Main Replacement – The project consists of replacing approximately 9,000 LF of AC water main in six locations. Gray & Osborne, Inc. is the design consultant.

9.3 Project 17-2 2018 AC Water Main Replacement – The design will begin in late 2017.

Matt Everett

9.4 King County Franchise Ordinance 2016-0521 – Matt plans to attend a meeting today at the Cascade Water Alliance office in Bellevue regarding the ordinance which imposes an annual rental fee on all utility agencies with infrastructure located in the County's right-of-way.

Dan Johnson

9.5 Bow Lake Tank – Commissioner Johnson stated that there is moss and algae on the sides of the tank. Jeremy said he will visit the site and report back to the Board.



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Vince Koester

- 9.6 District Costs - Commissioner Koester requested staff to provide the District's attorney's fees for preparing the Des Moines Franchise Agreement; the final costs for the property acquisition relating to the new Pump Station No. 8; and the costs for the King County Franchise.

There being no further business of the District, President Koester concluded the meeting at 10:31 a.m.

BOARD OF COMMISSIONERS



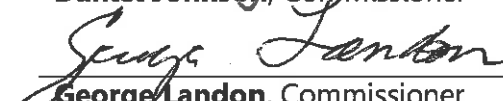
Vince Koester, President



Todd Fultz, Secretary



Daniel Johnson, Commissioner



George Landon, Commissioner



Kathleen Quong-Vermeire, Commissioner