



**Highline Water District  
Regular Board Meeting Minutes  
March 2, 2016**

<b>ATTENDEES</b>		
<b>COMMISSIONERS</b> Todd Fultz Daniel Johnson Vince Koester George Landon Kathleen Quong-Vermeire	<b>HWD STAFF</b> Matt Everett, General Manager Jeremy DelMar, Engr./Operations Mgr. Debra Prior, Administrative Manager Mary Fossos, Project Coordinator, CIPs	<b>HWD ATTORNEY(S)</b> John Milne, Insee Best  <b>VISITORS</b>
<b>Strikeouts indicate absence</b>		

**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:** February 23, 2016 Workshop

<b>WARRANTS</b>				
Fund Name	Fund No.	Warrant Date	Vouchers	AMOUNT
Maintenance	09-075-0010	03/03/16	19775 - 19795	\$ 92,975.45
Construction	09-075-3030	03/03/16	901833 - 901836	\$ 10,911.74
Maintenance - Payroll	09-075-0010	02/26/16	302538 - 302554	\$ 3,386.98

<b>ELECTRONIC TRANSFER FUNDS</b>				
Description	Fund No.	Period Ending	EFT Transfer Date	AMOUNT
Payroll Tax	09-075-0010	02/19/16	03/02/16	\$ 2,026.55
Payroll Tax	09-075-0010	02/26/16	03/09/16	\$ 25,265.14
Direct Deposit – Payroll	09-075-0010	02/26/16	03/04/16	\$ 64,409.60
Dept of Retirement	09-075-0010	02/26/16	03/15/16	\$ 15,837.24
Dept of Retirement - Deferred Compensation	09-075-0010	02/26/16	03/04/16	\$ 4,073.00
Health Equity (KC-BEN96)	09-075-0010	02/26/16	03/04/16	\$ 256.96
Health Equity (KC-BEN105)	09-075-0010	02/26/16	03/04/16	\$ 101.18
HRA VEBA (KC-BEN60)	09-075-0010	02/26/16	03/04/16	\$ 6,147.12

<b>CONSENT AGENDA RESOLUTIONS</b>		
Item #	Resolution #	Description
None		

<b>CONSENT AGENDA RESOLUTIONS</b>		
Item #	Resolution #	Description
None		

**4. PUBLIC INPUT**

No members of the public attended the meeting.



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**5. RESOLUTIONS/MOTIONS**

Resolution 16-3-2A authorizing design contract #16-60-10 with Gray & Osborne, Inc. for Project 16-5 S 268th St Water Main Replacement. Motion duly made and seconded. After discussion, the motion carried unanimously.

Resolution 16-3-2B authorizing developer extension agreement (Grandview Apartments, LLC). Motion duly made and seconded. After discussion, the motion carried unanimously.

Resolution 16-3-2C authorizing design contract #16-60-09 with RH2 Engineering, Inc. for Project 16-2 Pump Station No. 8 (Crestview). Motion duly made and seconded. After discussion, the motion carried unanimously.

Resolution 16-3-2D authorizing consultant agreement #16-50-08 with Confluence Engineering Group LLC for Blending Study relating to Project 14-2 560 Zone Lakehaven Utility District South Supply. Motion duly made and seconded. After discussion, the motion carried unanimously.

Motion 16-3-2(1) duly made and seconded authorizing a second and final leak credit adjustment to Grace Lutheran Church per District policy (HWDC Chapter 11.04 Billing and Collections, Section 11.04.120 Leak/Leak Adjustment). After discussion, the motion carried unanimously. Reference Item No. 6.3.

Motion 16-3-2(2) by Commissioner Fultz to authorize and direct the General Manager and the attorney to submit a draft franchise proposal to the City of Des Moines on March 9 with a fee schedule and a term similar to the franchise recently approved by the Federal Way City Council for Lakehaven Utility District and to keep the Board further advised. Commissioner Quong-Vermeire seconded the motion, which carried unanimously. Reference Item No. 7 Executive Session.

**6. STAFF/COMMISSIONERS/ATTORNEY**

**Jeremy DelMar**

6.1 SPU Request for Equipment Installation - Doug King, Department of Information Technology, City of Seattle, contacted Jeremy in regards to installing antennas on the District's McMicken Heights tank. The District's current policy is \$9,600 per year for cell sites. The City requested a reduction in the fee. Discussion ensued. The Board was opposed to making an exception to the District's policy. The Board would like to discuss in the future raising the fee and the possibility for two rate structures, one for private and one for government.

**Debbie Prior**

6.2 On-Line Payment Processing - Debbie informed the Board that the District's new on-line payment processing software integration (Point and Pay) is scheduled to go live on 3/22/16.



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**6. STAFF/COMMISSIONERS/ATTORNEY**

**Matt Everett**

6.3 Grace Lutheran Church Leak Credit Request (2/24/16) – The District received a request for a second leak credit. The second leak was on a different service line. The church had the line repaired. Discussion ensued. Action Taken: Reference Motion 16-3-2(1).

**7. EXECUTIVE SESSION - POTENTIAL LITIGATION Under RCW 42.30.110(1)(i)**

Discuss City of Des Moines Franchise Agreement

District staff requested an executive session to discuss potential litigation pursuant to RCW 42.30.110 (1)(i) relating to a possible City of Des Moines franchise. On motion duly made, seconded and carried unanimously, an executive session was convened on that basis. The Commissioners, District management and Milne then attended the executive session. Before convening the executive session at 10:05 a.m., Commissioner Koester advised the executive session would conclude at 10:20 a.m. At 10:20 a.m., the executive session concluded and open public meeting reconvened. Action Taken: Reference Motion 16-3-2(2).

There being no further business of the District, President Koester concluded the meeting at 10:22 a.m.

**BOARD OF COMMISSIONERS**

  
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**Vince Koester**, President

  
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**Todd Fultz**, Secretary

  
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**Daniel Johnson**, Commissioner

  
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**George Landon**, Commissioner

  
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**Kathleen Quong-Vermeire**, Commissioner