



Highline Water District Regular Board Meeting Minutes February 1, 2017

ATTENDEES			(Strikeouts indicate absence)
COMMISSIONERS	HWD STAFF	HWD ATTORNEY(S)	
Todd Fultz	Matt Everett, General Manager	John Milne, Insee 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 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.

Minutes:	January 24, 2017 Board Workshop				
WARRANTS					
Fund Name	Fund No.	Warrant Date	Vouchers	AMOUNT	
Maintenance	09-075-0010	02/02/17	20942 - 20966	\$ 25,661.43	
Construction	09-075-3030	02/02/17	901975 - 901976	\$ 11,726.42	
ELECTRONIC TRANSFER FUNDS					
Description	Fund No.	Period Ending	EFT Transfer Date	AMOUNT	
Payroll Tax	09-075-0010	01/27/17	02/08/17	\$ 26,378.24	
Direct Deposit – Payroll	09-075-0010	01/27/17	02/03/17	\$ 64,211.42	
Dept of Retirement	09-075-0010	01/27/17	02/15/17	\$ 16,187.10	
Dept of Retirement - Deferred Compensation	09-075-0010	01/27/17	02/03/17	\$ 4,134.00	
Health Equity (KC-BEN96)	09-075-0010	01/27/17	02/03/17	\$ 264.58	
Health Equity (KC-BEN105)	09-075-0010	01/27/17	02/03/17	\$ 111.08	
HRA VEBA (KC-BEN60)	09-075-0010	01/27/17	02/03/17	\$ 5,612.10	
Dept of Revenue - B&O Tax	09-075-0010	12/31/16	01/26/17	\$ 51,022.30	
CONSENT AGENDA RESOLUTIONS					
Item #	Resolution #	Description			
None					

4. PUBLIC INPUT

No members of the public attended the meeting.

5. RESOLUTIONS

Resolution 17-2-1A authorizing developer extension agreement (Highline Place Mixed Use Project – Phase 1). Motion duly made and seconded. After discussion, the motion carried unanimously.



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6. SUPERVISORY CONTROL AND DATA ACQUISITION (SCADA) AND MASTER TELEMETRY UNIT (MTU) UPGRADE

Jeremy gave a live presentation of how the existing SCADA System functions and answered questions of the Board.

7 STAFF/COMMISSIONERS/ATTORNEY

Matt Everett

- 7.1 City of Normandy Park Draft Franchise Agreement – Matt sent the District’s revised version of the draft agreement to Mark Hoppen, City Manager. Mr. Hoppen will discuss with the City council and staff.
- 7.2 Entry Level Utility Worker Position – The District advertised the job opening and will begin the interview process.
- 7.3 HWD & Midway Facilities Tour with Jim Kuntz, WASWD Executive Director – The tour of the respective facilities will take place on Thursday, February 9th.

Todd Fultz

- 7.4 3/01/17 Board Meeting - Commissioner Fultz informed the Board and staff that he will not be attending the 3/01/17 Board meeting.
- 7.5 2017 WASWD Commissioners’ Workshop (2/04/17) – Commissioner Fultz will be attending the WASWD Commissioners’ Workshop in Lynnwood this Saturday.

Vince Koester

- 7.6 2/15/17 Board Meeting – Commissioner Koester informed the Board and staff that he will not be attending the 2/15/17 Board meeting.

8. EXECUTIVE SESSION – REAL ESTATE Per RCW 42.30.110 (1) (b)

To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price.

At the recommendation of District staff, the Board President requested an executive session to discuss the acquisition of real property (relating to Pump Station No. 8) pursuant to RCW 42.30.110(1)(b). On motion duly made, seconded and carried unanimously, an executive session was convened on that basis at 9:57 am for an estimated time period of fifteen minutes. The Commissioners, General Manager and District Engineer participated in the executive session. At 10:57 am, the executive session concluded and open public meeting reconvened.

The Board unanimously authorized staff to pursue negotiations for acquiring an easement for a not-to-exceed amount as discussed in the executive session.



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There being no further business of the District, President Fultz concluded the meeting at 10:59 a.m.

BOARD OF COMMISSIONERS



Todd Fultz, President



Daniel Johnson, Secretary

Vince Koester, Commissioner



George Landon, Commissioner



Kathleen Quong-Vermeire, Commissioner