



Highline Water District Regular Board Meeting Minutes March 1, 2017

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

Secretary Johnson 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:		February 15, 2017 Regular Meeting		
WARRANTS				
Fund Name	Fund No.	Warrant Date	Vouchers	AMOUNT
Maintenance	09-075-0010	03/02/17	21021 - 21054	\$ 53,589.52
Construction	09-075-3030	03/02/17	901981 - 901984	\$ 139,994.55
Maintenance- Payroll	09-075-0010	02/24/17	302559 - 302574	\$ 4,080.78
ELECTRONIC TRANSFER FUNDS				
Description	Fund No.	Period Ending	EFT Transfer Date	AMOUNT
Payroll Tax	09-075-0010	02/17/17	03/01/17	\$ 2,441.89
Payroll Tax	09-075-0010	02/24/17	03/08/17	\$ 26,739.02
Direct Deposit – Payroll	09-075-0010	02/24/17	03/03/17	\$ 63,608.13
Dept of Retirement	09-075-0010	02/24/17	03/15/17	\$ 16,358.83
Dept of Retirement - Deferred Compensation	09-075-0010	02/24/17	03/03/17	\$ 4,234.00
Health Equity (KC-BEN96)	09-075-0010	02/24/17	03/03/17	\$ 264.58
Health Equity (KC-BEN105)	09-075-0010	02/24/17	03/03/17	\$ 111.08
HRA VEBA (KC-BEN60)	09-075-0010	02/24/17	03/03/17	\$ 5,612.10
Dept of Revenue - B&O Tax	09-075-0010	01/31/17	02/28/17	\$ 76,426.27
CONSENT AGENDA RESOLUTIONS				
Item #	Resolution #	Description		
None				

4. PUBLIC INPUT

No members of the public attended the meeting.



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5. RESOLUTIONS

Resolution 17-3-1A authorizing design contract with PACE Engineers, Inc. for S 223rd St Water Main Replacement. Motion duly made and seconded. After discussion, the motion carried unanimously.

Resolution 17-3-1B commending employee (Kevin Lord) for ten years of service with the District. Motion duly made and seconded. After discussion, the motion carried unanimously.

Motion 17-3-1(1) duly made and seconded excusing Commissioner Landon's absence at today's meeting. After discussion, the motion carried unanimously.

6. STAFF/COMMISSIONERS/ATTORNEY

Jeremy DelMar

6.1 City of SeaTac Overlay (12th Pl S and 13th Ave S between S 200th St & S 207th St) – The City of SeaTac plans to overlay the road this summer. The District has approximately 4,500 LF of undersized AC water main in the City's project area. Jeremy recommended to the Board that by partnering with the City on this project, the District would save on overlay costs. Jeremy will present for the Board's consideration at the 3/15/17 Board meeting a resolution for a design contract with Murray, Smith & Associates, Inc. for a water main replacement. At Commissioner Quong-Vermeire's request, Jeremy will provide the Board with information on the process of prioritizing capital improvement projects.

Debbie Prior

6.2 2016 Review of Financials – CliftonLarsonAllen LLP associates are currently reviewing the District's financial statements.

Matt Everett

6.3 City of Federal Way Proposed Utility Tax – The District was made aware that the City of Federal Way is discussing a potential utility tax.

6.4 Proposed Increase of District Credit Card Limit – Matt recommended to the Board that the credit card limit be increased to \$20K. The Board was in agreement for the limit to be increased. A resolution to amend the credit card purchasing limit will be presented at the 3/15/17 Board meeting.

Vince Koester

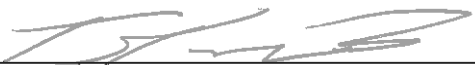
6.5 WASWD Supplemental Budget – The supplemental budget will be discussed at WASWD's Spring Conference & Trade Show on 4/12/17.



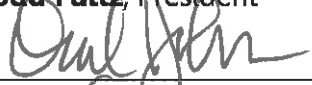
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There being no further business of the District, Secretary Johnson concluded the meeting at 9:42 a.m.

BOARD OF COMMISSIONERS



Todd Fultz, President



Daniel Johnson, Secretary



Vince Koester, Commissioner



George Landon, Commissioner



Kathleen Quong-Vermeire, Commissioner