



Highline Water District Regular Board Meeting Minutes June 21, 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

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:	June 7, 2017 Regular Meeting			
WARRANTS				
Fund Name	Fund No.	Warrant Date	Vouchers	AMOUNT
Maintenance	09-075-0010	06/22/17	21404 - 21455	\$ 1,348,292.93
Construction	09-075-3030	06/22/17	902005 - 902009	\$ 183,815.91
ELECTRONIC FUNDS TRANSFERS				
Description	Fund No.	Period Ending	EFT Transfer Date	AMOUNT
Dept of Revenue - B&O Tax	09-075-0010	05/30/17	06/27/17	\$ 80,350.30
CONSENT AGENDA RESOLUTIONS				
Item #	Resolution #	Description		
None				

4. PUBLIC INPUT

No members of the public attended the meeting.

5. RESOLUTIONS/MOTIONS

Resolution 17-6-21A amending Purchasing Procedure P2.16.080 (referenced in HWDC, Chapter 2.16 Purchasing, Section 2.16.080 Purchasing) to increase the approval limits for the Engineering/Operations Manager, Administrative Manager and Supervisors. Motion duly made and seconded. After discussion, the motion carried unanimously.

Resolution 17-6-21B authorizing Amendment #1 to Contract #16-60-20 with Gray & Osborne, Inc. for Phase 2 Construction Management Services relating to Project 17-1 2017 Water System Improvements. Motion duly made and seconded. After discussion, the motion carried unanimously.

Resolution 17-6-21C amending HWDC Chapter 5.20 Revolving Fund Checking Account, Section 5.20.010. Motion duly made and seconded. After discussion, the motion carried unanimously.

Motion 17-6-21(1) authorizing Debbie Prior and Greg Wilson to attend the Harris Conference in Atlantic City, NJ in November 2017. Motion duly made and seconded. After discussion, the motion carried unanimously. Reference Item No. 6.1.



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6. STAFF/COMMISSIONERS/ATTORNEY

Debbie Prior

6.1 Harris Customer Training Conference, Atlantic City, NJ (11/15/17 – 11/17/17) - Debbie informed the Board that she and Greg Wilson have each attended one national conference in 2017. Per the Highline Water District Code, Chapter 2.10 Travel, Section 2.10.040 Restrictions, Managers and Supervisors need approval by the Board to attend a second national conference in the same calendar year. Debbie requested approval for herself and Greg to attend the Harris Conference which offers valuable training and networking relating to the District's NorthStar and GEMS software. Action Taken: Reference Item No. 5, Motion 17-6-21(1).

Matt Everett

6.2 Franchise Agreement - City of Kent – Matt received an email from the City of Kent requesting a meeting to discuss a possible franchise agreement with the City. Matt will schedule the meeting with the City of Kent. The District's legal counsel and Engineering/Operations Manager will also attend the meeting.

6.3 Retrospective Rating Refund from WASWD – Matt and Commissioner Koester attended the WASWD Retro Committee Meeting on 6/20/17. The District received a refund of \$29,575.00.

There being no further business of the District, President Fultz concluded the meeting at 9:29 a.m.

BOARD OF COMMISSIONERS



Todd Fultz, President



Daniel Johnson, Secretary



Vince Koester, Commissioner



George Landon, Commissioner



Kathleen Quong-Vermeire, Commissioner