



Highline Water District Board Workshop Meeting Minutes November 28, 2017

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

1. CALL TO ORDER

President Fultz called the meeting to order at 9:00 a.m.

1A. OATH OF OFFICE (TODD FULTZ - COMMISSIONER POSITION NO. 1)

John Milne administered the Oath of Office to Todd Fultz (Commissioner Position No. 1) for the term ending December 31, 2017. Commissioner Fultz will take the Oath of Office for the 2018-2023 term at the January 3, 2018 Board Meeting.

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:		November 15, 2017 Regular Meeting			
WARRANTS					
Fund Name	Fund No.	Warrant Date	Vouchers	AMOUNT	
Maintenance	09-075-0010	11/30/17	21981 - 22018	\$ 120,228.44	
Construction	09-075-3030	11/30/17	902056 - 902056	\$ 135.00	
ELECTRONIC FUNDS TRANSFERS					
Description	Fund No.	Period Ending	EFT Transfer Date	Total Amount	
Payroll Tax	09-075-0010	11/17/17	11/29/17	\$ 27,400.43	
Direct Deposit – Payroll	09-075-0010	11/17/17	11/24/17	\$ 67,840.88	
Dept of Retirement	09-075-0010	11/17/17	12/15/17	\$ 20,479.78	
Dept of Retirement - Deferred Compensation	09-075-0010	11/17/17	11/24/17	\$ 4,234.00	
Health Equity (KC-BEN96)	09-075-0010	11/17/17	11/24/17	\$ 264.58	
Health Equity (KC-BEN105)	09-075-0010	11/17/17	11/24/17	\$ 111.08	
HRA VEBA (KC-BEN60)	09-075-0010	11/17/17	11/24/17	\$ 5,637.10	
Dept of Revenue - B&O Tax	09-075-0010	10/31/17	11/28/17	\$ 65,418.86	
CONSENT AGENDA RESOLUTIONS					
Item #	Resolution #	Description			
None					

4. PUBLIC INPUT

No members of the public attended the meeting.

5. RESOLUTIONS/MOTIONS

No resolutions were presented at the meeting.



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6. DRAFT 2018 BUDGET

Staff distributed a draft budget to the Board. Debbie reviewed the Sources of Applications of Funds and Budget vs. Actual and answered questions of the Board. Highlighted items in the 2018 Budget include a rate increase of 2.6%; a 3% COLA for employees; adding two positions (Engineer and Utility Worker); hiring a marketing consultant; replacing the roof of the headquarters building; repairing the damaged corner of the Board room; and replacing the SCADA Remote Terminal Units at the offsite locations (Phase 1). A resolution to adopt the 2018 Budget will be presented at the 12/20/17 Board meeting.

7. DRAFT 2018 CAPITAL IMPROVEMENT PROGRAM (CIP)

Staff distributed a copy of the Draft 2018 CIP to the Commissioners for their review. The CIP will be discussed at the 12/6/17 Board meeting.

8. OTHER

Debbie Prior

8.1 State Audit – The audit is being finalized. An exit conference will be scheduled for a Board meeting in January 2018.

Jeremy DelMar

8.2 Project 18-1 S 223rd St Water Main Replacement (16th Ave S-24th Ave S) – A resolution authorizing the District to enter into an Interlocal Agreement with the City of Des Moines (lead agency) for the construction of the water main will be presented at a future Board meeting. The City requested the District fund the cost of the overlay and trench patching in a lump sum payment and they would be responsible for the surface restoration.

8.3 McMicken Heights Well Update – The well was TV'd yesterday. The majority of corrosion was inside the pipe. The well screen is intact. RH2 Engineering is preparing a scope of work to address the corrosion issue and repairs to the well. A resolution to authorize a contract with RH2 Engineering will be presented at a future Board meeting.

9. Unincorporated King County Rental/Charge Tax Fee – The District's attorney, John Milne, Inslee Best, determined that the scheduled executive session was not needed. Milne updated the Board on King County's Ordinance 18403 which imposes a rental fee on utilities in unincorporated King County. A meeting on 10/23/17 was held at Inslee Best with multiple sewer and water districts to discuss options regarding opposition to Ordinance 18403.

At the 11/15/17 Board meeting, the Board authorized Motion 17-11-15(2) to participate (with other water and sewer districts in King County) in litigation to challenge the King County right-of-way rental charge/fee and retain the legal services of Inslee Best for a not-to-exceed amount of \$10,000 without the Board's further approval.

Milne will write a letter on behalf of Highline and other water and sewer districts regarding opposition to King County Ordinance 18403. The comment period ends at 5:00 p.m. on Thursday, December 7, 2017.

The Board was in favor of staff sending a letter to Highline's customers in unincorporated King County that will be affected by this ordinance.



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There being no further business of the District, President Fultz concluded the meeting at 10:17 a.m.

BOARD OF COMMISSIONERS

Todd Fultz, President

Daniel Johnson, Secretary

Vince Koester, Commissioner

George Landon, Commissioner

Kathleen Quong-Vermeire, Commissioner