



Highline Water District Regular Board Meeting Minutes December 6, 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:	November 28, 2017 Workshop				
WARRANTS					
Fund Name	Fund No.	Warrant Date	Vouchers	AMOUNT	
Maintenance	09-075-0010	12/07/17	22019 - 22041	\$ 228,547.97	
Construction	09-075-3030	12/07/17	902057 - 902061	\$ 69,367.56	
Maintenance - Payroll	09-075-0010	12/01/17	302584 - 302586	\$ 3,095.71	
ELECTRONIC FUNDS TRANSFERS					
Description	Fund No.	Period Ending	EFT Transfer Date	Total Amount	
Payroll Tax	09-075-0010	11/24/17	12/06/17	\$ 12,818.45	
Payroll Tax	09-075-0010	12/01/17	12/13/17	\$ 25,984.58	
Direct Deposit – Payroll	09-075-0010	11/24/17	12/01/17	\$ 19,306.11	
Direct Deposit – Payroll	09-075-0010	12/01/17	12/08/17	\$ 64,749.03	
Dept of Retirement	09-075-0010	11/24/17	12/15/17	\$ 298.33	
Dept of Retirement	09-075-0010	12/01/17	01/12/18	\$ 19,245.87	
Dept of Retirement - Deferred Compensation	09-075-0010	12/01/17	12/08/17	\$ 4,234.00	
Health Equity (KC-BEN96)	09-075-0010	12/01/17	12/08/17	\$ 264.58	
Health Equity (KC-BEN105)	09-075-0010	12/01/17	12/08/17	\$ 111.08	
HRA VEBA (KC-BEN60)	09-075-0010	12/01/17	12/08/17	\$ 5,637.10	
CONSENT AGENDA RESOLUTIONS					
Item #	Resolution #	Description			
None					

4. PUBLIC INPUT

No members of the public attended the meeting.



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5. RESOLUTIONS/MOTIONS

Motion 17-12-6(1) duly made and seconded authorizing the General Manager to send a letter of intent to the City of SeaTac to discuss a potential franchise agreement with Highline to address utility work in the right-of-way. After discussion, the motion carried unanimously.

6. DRAFT 2018 CAPITAL IMPROVEMENT PROGRAM (CIP)

Jeremy presented the 2018 CIP to the Board and described each project and status. Discussion ensued. The formal adoption will be presented to the Board at the 12/20/17 Board meeting.

7. DRAFT 2018 GOALS & OBJECTIVES

Most of the 2018 Goals & Objectives are the same as the previous year. A few of the changes for 2018 are as follows: ▪ Replace fire hydrants as needed; ▪ Maintain Radio Read System; Replace approximately 5,500 meters and boxes annually (four-year cycle); ▪ Replace roof of District headquarters building; ▪ Seal coat and stripe parking lot at District headquarters; ▪ Replace roof at Des Moines Treatment Plant; ▪ Repair McMicken Heights Well; ▪ Rebuild/Maintain PRV stations per manufacturer's recommendations (based on installation date); ▪ Provide training from G.C. Systems on a quarterly basis; ▪ Replace Remote Telemetry Units – Phase 1 for District SCADA system at remote facilities.

The formal adoption of the 2018 Goals & Objectives will be presented to the Board at the 12/20/17 Board Meeting.

8. STAFF/COMMISSIONERS/ATTORNEY

Jeremy DelMar

8.1 11/29/17 City of SeaTac Standards Development Stakeholders Meeting – Jeremy attended the meeting last week. The City has concerns about water main abandonment and right-of-way issues and would like to discuss a potential franchise agreement with the District to address utility work in the right-of-way. Reference Item 5, Motion 17-12-6(1).

Matt Everett

8.2 Unincorporated King County Rental/Charge Tax Fee – Matt received a letter from a customer in the Star Lake area thanking the District for informing the residents that would be impacted by the ordinance. The customer was opposed to the ordinance and planned to contact members of the King County Council.

8.3 Operations Supervisor Position – Matt informed the Board that Mike Becker (30-year employee) has submitted his retirement notice. Mike's last day is 12/29/17.



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There being no further business of the District, Secretary Johnson concluded the meeting at 10:18 a.m.

BOARD OF COMMISSIONERS



Todd Fultz, President



Daniel Johnson, Secretary



Vince Koester, Commissioner



George Landon, Commissioner



Kathleen Quong-Vermeire, Commissioner