



Highline Water District Regular Board Meeting Minutes December 20, 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, Insee Best CONSULTANTS	

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:					
WARRANTS					
Fund Name	Fund No.	Warrant Date	Vouchers	AMOUNT	
Maintenance	09-075-0010	12/21/17	22042 - 22096	\$ 422,733.70	
Construction	09-075-3030	12/21/17	902062 - 902065	\$ 323,182.89	
ELECTRONIC FUNDS TRANSFERS					
Description	Fund No.	Period Ending	EFT Transfer Date	Total Amount	
Payroll Tax	09-075-0010	12/15/17	12/27/17	\$ 25,929.22	
Direct Deposit – Payroll	09-075-0010	12/15/17	12/22/17	\$ 65,510.78	
Dept of Retirement	09-075-0010	12/15/17	01/12/18	\$ 19,859.84	
Dept of Retirement - Deferred Compensation	09-075-0010	12/15/17	12/22/17	\$ 4,234.00	
Health Equity (KC-BEN96)	09-075-0010	12/15/17	12/22/17	\$ 264.58	
Health Equity (KC-BEN105)	09-075-0010	12/15/17	12/22/17	\$ 111.08	
HRA VEBA (KC-BEN60)	09-075-0010	12/15/17	12/22/17	\$ 5,637.10	
CONSENT AGENDA RESOLUTIONS					
Item #	Resolution #	Description			
3.1	17-12-20E	Resolution accepting developer extension (Aloft Hotel)			



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3A. WASHINGTON STATE AUDIT EXIT CONFERENCE

Brandi Breaux, Lead Auditor, and Janise Hansen, Assistant State Auditor, attended the exit conference. Ms. Hansen distributed a recap of the audit for the fiscal year 2016. Ms. Breaux and Ms. Hansen discussed the following areas examined:

Accountability Audit for 2016:

• *Payroll-overtime*; • *Payments/Expenses (advanced travel)*; • *Procurement-public works and on-call contracts*; • *Compensation of public officials*; • *Financial condition*

Financial Statements Audit Report for 2016:

• *Management Discussion and Analysis*; • *Statement of Net Position*; • *Statement of Revenues, Expenses and Changes in Net Position*; • *Statement of Cash Flows*; • *Notes to Financial Statements*

Ms. Hansen and Ms. Breaux were pleased to report that there were no exit items and that they thanked the District for its ongoing commitment to transparency and accountability.

4. PUBLIC INPUT

No members of the public attended the meeting.

5. RESOLUTIONS/MOTIONS

Resolution 17-12-20A adopting the 2018 Operating Budget. Motion duly made and seconded. After discussion, the motion carried unanimously.

Resolution 17-12-20B adopting the 2018 Capital Improvement Program. Motion duly made and seconded. After discussion, the motion carried unanimously.

Resolution 17-12-20C adopting the 2018 Goals & Objectives. Motion duly made and seconded. After discussion, the motion carried unanimously.

Resolution 17-12-20D authorizing Contract #17-60-42 with RH2 Engineering, Inc. for McMicken Well Analysis relating to Project 18-4 McMicken Well Repairs. Motion duly made and seconded. After discussion, the motion carried unanimously.

Resolution 17-12-20E accepting developer extension (Aloft Hotel) was approved under the consent agenda.

6. STAFF/COMMISSIONERS/ATTORNEY

Debbie Prior

6.1 2018 Mileage Rate - The maximum state mileage rate reimbursement is 54.5 cents per mile effective January 1 to December 31, 2018, up one cent from 2017.

6.2 Records Management – A resolution to authorize a contract with CRE8®, Inc. for the development of a Records Management Program will be presented at a Board meeting in January 2018.



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6. STAFF/COMMISSIONERS/ATTORNEY

6.3 Washington State Initiative 1433 - An ACT Relating to fair labor standards; amending RCW 49.46.005, 49.46.020, 49.46.090, 49.46.100, and 49.46.120; adding new sections to chapter 49.46 RCW; prescribing penalties; and providing an effective date.

A resolution to amend the Highline Water District Code Book and applicable policies for compliance with Initiative 1433 will be presented at a Board meeting in January 2018.

Matt Everett

6.4 2018 L & I Retrospective Rating - The District's experience factor for 2018 is 0.6539 which will save the District approximately \$11,000 in L & I insurance premiums.

6.5 Water Sales vs. Production (Jan-Nov 2017) - The unaccounted for water was at 7.6%.

6.6 2018 WASWD Membership - The Board and staff discussed the merits of continuing membership with WASWD in 2018. No action was taken and discussion was tabled and will resume at a Board meeting in January 2018.

There being no further business of the District, President Fultz concluded the meeting at 10:21 a.m.

BOARD OF COMMISSIONERS



Todd Fultz, President



Daniel Johnson, Secretary



Vince Koester, Commissioner



George Landon, Commissioner



Kathleen Quong-Vermeire, Commissioner