



## Highline Water District Regular Board Meeting Minutes March 7, 2018

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

**1. CALL TO ORDER**

President 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.

| <b>Minutes:</b>                 | February 27, 2018 Board Workshop |  |                   |               |  |
|---------------------------------|----------------------------------|--|-------------------|---------------|--|
| WARRANTS                        |                                  |  |                   |               |  |
| Fund Name                       | Fund No.                         | Warrant Date   | Vouchers          | AMOUNT        |  |
| Maintenance                     | 09-075-0010                      | 03/07/18   | 22370 - 22371     | \$ 15,499.00  |  |
| Maintenance                     | 09-075-0010                      | 03/08/18   | 22346 - 22369     | \$ 353,327.60 |  |
| ELECTRONIC FUNDS TRANSFERS      |                                  |  |                   |               |  |
| Description                     | Fund No.                         | Period Ending  | EFT Transfer Date | AMOUNT        |  |
| Department of Revenue - B&O Tax | 09-075-0010                      | 01/31/18   | 02/28/18          | \$ 77,361.56  |  |
| CONSENT AGENDA RESOLUTIONS      |                                  |  |                   |               |  |
| Item #                          | Resolution #                     | Description  |                   |               |  |
| 3.1                             | 18-3-7C                          | Resolution accepting developer extension as complete (Residence Inn at SeaTac) |                   |               |  |

**4. PUBLIC INPUT**

No members of the public attended the meeting.

**5. RESOLUTIONS**

Resolution 18-3-7A commending employee (Jerry Cella) for twenty-five years of service with the District. Motion duly made and seconded. After discussion, the motion carried unanimously.

Resolution 18-3-7B commending employee (Matt Everett) for fifteen years of service with the District. Motion duly made and seconded. After discussion, the motion carried unanimously.

Resolution 18-3-7C accepting developer extension as complete (Residence Inn at SeaTac). This resolution was approved under the consent agenda.

Motion 18-3-7(1) duly made and seconded authorizing a second and final leak adjustment credit for customer Constance McConnell. After discussion, the motion carried unanimously. Reference Item 6.4.

Motion 18-3-7(2) duly made and seconded to cancel the 4/4/18 Regular Board meeting and schedule a Special Board meeting on 4/3/18 at 9:00 am. After discussion, the motion carried unanimously. Reference Item 6.8.



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**6. STAFF/COMMISSIONERS/ATTORNEY**

**Jeremy DelMar**

- 6.1 Project 16-2 Pump Station No. 8 – The City of Tukwila held a public hearing on 3/5/18 to address public comments on the District’s new pump station project. The council approved the unclassified use permit and design. The District will begin negotiations for an easement necessary for off-site project work.

**Matt Everett**

- 6.2 City of Kent Franchise – A meeting will be held at Highline on 3/9/18 with the City of Kent (Tim LaPorte, Public Works Director, Christina Schuck, Assistant City Attorney, and Derek Matheson, Chief Administrative Officer) and Midway Sewer District (Ken Kase, General Manager, Marc Montieth) to discuss the remaining areas of disagreement. Matt Everett, Jeremy DelMar and John Milne, Inslee Best, will represent the District.
- 6.3 City of Federal Way Council Bill #736/Imposing an Excise Tax on Public and Private Water and Sewer Utilities – John Bowman, General Manager, Lakehaven Utility District (LUD), contacted Matt and informed him that the Federal Way City Council is considering imposing a 7.75% excise tax. Matt will keep the Board apprised.
- 6.4 Leak Adjustment Request (Constance McConnell) – The District received a request from the homeowner for a second leak adjustment on her water bill.

The District’s policy (11.04.120)(5) authorizes two leak adjustments per owner/per property under the following conditions: A) once for the repair of the service/irrigation line; and B) once for the replacement of the entire service/irrigation line when a second leak develops.

The homeowner had the line repaired but not replaced. Matt asked the Board if they would authorize an exception to the policy and allow a second and final leak adjustment credit for approximately \$460.00. Discussion ensued. Action Taken: Reference Motion 18-3-7(1).

- 6.5 SPU Wholesale Southwest Subregion Water Rates Meeting (2/27/18) – Highline and water districts 20, 45, 49, and 125 met with SPU to discuss the rates. The current rate is 16 cents per ccf. The recommended rate is 7 cents per ccf over a five-year period (2019-2023).
- 6.6 Anti-harassment Training (3/8/18 @ HWD) - Training is scheduled for all Highline and Midway Sewer District employees.
- 6.7 Engineer Position – Interviews ongoing.
- 6.8 April 4, 2018 Board Meeting – Matt asked the Board if they wanted to cancel the meeting as it conflicts with the WASWD Spring Conference. The Board was in agreement to cancel the 4/4/18 meeting and hold a Special meeting on Tuesday, April 3, 2018 at 9:00 AM. Action Taken: Reference Motion 18-3-7(2).

**Kathleen Quong-Vermeire**

- 6.9 3/5/18 Public Hearing at the City of Tukwila (Project 16-2 Pump Station No. 8) - Commissioner Quong-Vermeire commended Jeremy for his presentation at the public hearing. All the Commissioners agreed that Jeremy did a great job describing the project and answering questions of the city council.



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There being no further business of the District, President Johnson concluded the meeting at 9:56 a.m.

**BOARD OF COMMISSIONERS**

**Daniel Johnson**, President

**Kathleen Quong-Vermeire**, Secretary

**Todd Fultz**, Commissioner

**Vince Koester**, Commissioner

**George London**, Commissioner