



## Highline Water District Regular Board Meeting Minutes March 21, 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>	March 7, 2018 Regular Meeting				
WARRANTS					
Fund Name	Fund No.	Warrant Date	Vouchers	AMOUNT	
Maintenance	09-075-0010	03/22/18	22372 - 22423	\$ 151,849.20	
Maintenance	09-075-0010	03/21/18	22424 - 22424	\$ 35,331.13	
Construction	09-075-3030	03/22/18	902086 - 902091	\$ 301,720.38	
ELECTRONIC FUNDS TRANSFERS					
Description	Fund No.	Period Ending	EFT Transfer Date	AMOUNT	
Payroll Tax	09-075-0010	03/09/18	03/21/18	\$ 25,470.57	
Direct Deposit – Payroll	09-075-0010	03/09/18	03/16/18	\$ 68,630.93	
Dept of Retirement	09-075-0010	03/09/18	04/13/18	\$ 19,528.29	
Dept of Retirement - Deferred Compensation	09-075-0010	03/09/18	03/16/18	\$ 4,072.50	
Health Equity (KC-BEN96)	09-075-0010	03/09/18	03/16/18	\$ 270.00	
Health Equity (KC-BEN105)	09-075-0010	03/09/18	03/16/18	\$ 121.91	
HRA VEBA (KC-BEN60)	09-075-0010	03/09/18	03/16/18	\$ 5,207.58	
CONSENT AGENDA RESOLUTIONS					
Item #	Resolution #	Description			
3.1	18-3-21A	Accepting developer extension as complete (Belleme at Normandy Park)			

**4. PUBLIC INPUT**

No members of the public attended the meeting.

**5. RESOLUTIONS**

Resolution 18-3-21A accepting developer extension as complete (Belleme at Normandy Park). This resolution was approved under the Consent Agenda.

Resolution 18-3-21B authorizing Amendment No. 1 - Communications Site Use and License Agreement with Sprint Spectrum Realty Company, LLC (North Hill Tank Site). Motion duly made and seconded. After discussion, the motion carried unanimously.

Resolution 18-3-21C authorizing Consulting Services Design Contract #18-60-06 with Stantec Consulting Services, Inc., for Project 16-3 Water Main Upgrade along S 212th St & 30th Ave S. Motion duly made and seconded. After discussion, the motion carried unanimously.



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**5. RESOLUTIONS**

Resolution 18-3-21D commending employee (Alan Metz) for 25 years of service with the District. Motion duly made and seconded. After discussion, the motion carried unanimously.

**6. STAFF/COMMISSIONERS/ATTORNEY**

**Jeremy DelMar**

6.1 Staffing Update – JT Hrvatin, Utility Worker, gave his notice of resignation; his last day is 3/30/18. The District hired a Senior Engineer (Logan Wallace). Logan will start 4/2/18. The District will advertise for a replacement utility worker in the near future.

**Debbie Prior**

6.2 Records Management Project – Cre8, Inc. is close to completing the employee interviews. Cre8, Inc. will then write a Conceptual Application Design Document followed by a draft RFP, incorporating in Application Design Requirements and adding in Vendor Questions.

**Matt Everett**

6.3 City of Federal Way Council Bill #736/ Excise Tax on Public and Private Water and Sewer Utilities  
On 3/20/18, the City Council voted 5 to 2 to charge a 7.75% excise tax on water and sewer revenues. The District has approximately 235 connections that will be affected by this council bill. This matter will be discussed with legal counsel in executive session at the next Board meeting on March 27th.

**Kathleen Quong-Vermeire**

6.4 3/19/18 WASWD Board Meeting Update - Kathleen attended the WASWD meeting and commented on the following items:

- Lobbyists - The WASWD Board approved a contract for two lobbyists, ending August 2019.
- Water Rights – WASWD has been following the Crown West Realty vs. Dept. of Ecology court case. This will be discussed further at the 3/27/18 Board Workshop to determine if HWD has an interest in joining a coalition with other water districts by making a financial contribution to help WASWD file an Amicus Brief to protect water rights.

There being no further business of the District, President Johnson concluded the meeting at 10:01 a.m.

**BOARD OF COMMISSIONERS**

Daniel Johnson, President

Kathleen Quong-Vermeire, Secretary

Todd Fultz, Commissioner

Vince Koester, Commissioner

George Landon, Commissioner