



Highline Water District Regular Board Meeting Minutes February 21, 2018

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	PUBLIC	
George Landon	Mary Fossos, Project Coordinator, CIPs		
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.

Minutes:	February 7, 2018 Regular Meeting				
WARRANTS					
Fund Name	Fund No.	Warrant Date	Vouchers	AMOUNT	
Maintenance	09-075-0010	02/22/18	22269 - 22323	\$ 299,101.69	
Construction	09-075-3030	02/22/18	902078 - 902082	\$ 21,725.28	
Maintenance - Payroll	09-075-0010	02/23/18	302589 - 302605	\$ 3,916.90	
ELECTRONIC FUNDS TRANSFERS					
Description	Fund No.	Period Ending	EFT Transfer Date	AMOUNT	
Payroll Tax	09-075-0010	02/09/18	02/21/18	\$ 28,831.98	
Payroll Tax	09-075-0010	02/16/18	02/28/18	\$ 2,076.76	
Direct Deposit – Payroll	09-075-0010	02/09/18	02/16/18	\$ 72,931.18	
Dept of Retirement	09-075-0010	02/09/18	03/15/18	\$ 19,324.02	
Dept of Retirement - Deferred Compensation	09-075-0010	02/09/18	02/16/18	\$ 3,385.00	
Health Equity (KC-BEN96)	09-075-0010	02/09/18	02/16/18	\$ 270.00	
Health Equity (KC-BEN105)	09-075-0010	02/09/18	02/16/18	\$ 121.91	
HRA VEBA (KC-BEN60)	09-075-0010	02/09/18	02/16/18	\$ 5,514.61	
CONSENT AGENDA RESOLUTIONS					
Item #	Resolution #	Description			
3.1	18-2-21A	Resolution accepting developer extension as complete (Des Moines Creek Business Park II – FAA Facility)			

4. PUBLIC INPUT

No members of the public attended the meeting.

5. RESOLUTIONS

Resolution 18-2-21A accepting developer extension as complete (Des Moines Creek Business Park II – FAA Facility). This resolution was approved under the consent agenda.

Resolution 18-2-21B authorizing Interlocal Agreement with the City of SeaTac (Lead Agency) relating to HWD Project 17-3 12th Pl S/13th Ave S AC Water Main Replacement. Motion duly made and seconded. After discussion the motion carried unanimously.



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6. STAFF/COMMISSIONERS/ATTORNEY

Jeremy DelMar

- 6.1 AT&T Site Lease at Mansion Hill – The negotiations for the site lease agreement are being finalized. AT&T's equipment is located on one of the tanks that is to be torn down for the Sound Transit Light Rail project. A public hearing will be scheduled in March.
- 6.2 City of Tukwila Standby Storage – Jeremy informed the Board that the City of Tukwila met with the District to discuss the potential to lease storage from Highline. The Board was unanimous for staff to pursue working with the City on a potential lease agreement.
- 6.3 Project 17-1 (S 176th St Emergency Repair Work) - The approximate cost for the force account work is \$100,000.
- 6.4 McMicken Well Update – Jeremy is waiting for the diagnostics report from RH2 Engineering, which will address the corrosion issues, repairs to the well, and recommendations on how to proceed.

Debbie Prior

- 6.5 Records Management Project – Employee interviews with the consultant, CRE8 Inc., are ongoing.
- 6.6 Staff Update – The new hire (Prescott Jackson) for the Customer Service Representative position will start on Monday, 2/26/18.

Matt Everett

- 6.7 Lobbyist for 2018 Legislative Session - Matt informed the Board that he contacted several more districts and asked if they would be interested in partnering with Highline and Soos Creek to hire Joe Daniels (former WASWD lobbyist). The districts' contacted expressed potential interest. Matt will keep the Board apprised.
- 6.8 WASWD Spring Conference (April 4, 5 and 6) – Matt asked the Commissioners to contact Greg Wilson, Customer Service Supervisor, if they plan on attending the conference. Greg will assist with the travel arrangements.
- 6.9 City of Kent Franchise – The District and the City of Kent will meet in March to continue negotiations for a franchise agreement. Matt will update the Board at a future meeting.

7. EXECUTIVE SESSION – POTENTIAL LITIGATION

(Unincorporated King County Rental/Charge Tax Fee - Ordinance 18403)

District staff requested an executive session to discuss with counsel potential litigation regarding King County Ordinance 18403. On motion made, seconded, and carried unanimously, President Johnson convened an executive session at 9:35 a.m. for that purpose and advised that the executive session would conclude at approximately 9:45 a.m. Everett, Prior, DelMar, Milne and Commissioners' Fultz, Johnson, Koester, Landon and Quong-Vermeire then attended the executive session. At 9:45 a.m., the executive session was extended five minutes to 9:50 a.m., which was publicly announced. At 9:50 a.m., the executive session concluded and open public meeting reconvened. No action taken.



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There being no further business of the District, President Johnson concluded the meeting at 9:52 a.m.

BOARD OF COMMISSIONERS

Daniel Johnson, President

Kathleen Quong-Vermeire, Secretary

Todd Fultz, Commissioner

Vince Koester, Commissioner

George Landon, Commissioner