



Highline Water District Regular Board Meeting Minutes January 17, 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		
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: January 3, 2018 Regular Meeting					
WARRANTS					
Fund Name	Fund No.	Warrant Date	Vouchers	AMOUNT	
Maintenance	09-075-0010	01/18/18	22132 - 22189	\$ 490,140.82	
Construction	09-075-3030	01/18/18	902068 - 902073	\$ 29,319.80	
Maintenance - Payroll	09-075-0010	01/05/18	302587 - 302587	\$ 784.13	
ELECTRONIC FUNDS TRANSFERS					
Description	Fund No.	Period Ending	EFT Transfer Date	AMOUNT	
Payroll Tax	09-075-0010	12/29/17	01/10/18	\$ 36,339.22	
Direct Deposit – Payroll	09-075-0010	12/29/17	01/05/18	\$ 79,548.31	
Dept of Retirement	09-075-0010	12/29/17	01/12/18	\$ 19,410.29	
Dept of Retirement - Deferred Compensation	09-075-0010	12/29/17	01/05/18	\$ 4,263.00	
Health Equity (KC-BEN96)	09-075-0010	12/29/17	01/05/18	\$ 270.00	
Health Equity (KC-BEN105)	09-075-0010	12/29/17	01/05/18	\$ 121.91	
HRA VEBA (KC-BEN60)	09-075-0010	12/29/17	01/05/18	\$ 7,675.10	
CONSENT AGENDA RESOLUTIONS					
Item #	Resolution #	Description			
3.1	18-1-17A	Accept developer extension as complete (The Pinnacles at Des Moines)			

4. PUBLIC INPUT

No members of the public attended the meeting.

5. RESOLUTIONS

Resolution 18-1-17A accepting developer extension as complete (The Pinnacles at Des Moines). This resolution was accepted under the Consent Agenda.



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6. COMMISSIONERS/STAFF/ATTORNEY

Jeremy DelMar

6.1 Staff Updates- Operations/Field and Engineering

Operations - Jon Seibel was promoted to the Operations Supervisor. There are now two positions open, Lead Treatment/Scada Operator and Treatment/Scada Operator. Advertisements for these positions have been posted.

Field – Hired field worker (start date 1/29/18). Posted advertisement for another field worker.

Engineering – Will post advertisement for an engineer in January.

6.2 Project 17-1 2017 Water System Improvements – It was discovered that the last connection to be made on S. 176th Street had an unrestrained (roll-on) fitting. The connection had to be redesigned. Kar-Vel Construction will be paid by force account on a time and materials basis.

6.3 McMicken Well Repair Update – The District contracted with RH2 Engineering to analyze the existing well pump and column corrosion; evaluate existing well and repairs; and selection of a replacement pump.

Debbie Prior

6.4 Staff Updates – Administration

Caryn Frye was hired as a Senior Accounting Specialist which created an opening for a Customer Service Representative (advertisement posted).

6.5 Records Management – CRE8, Inc. (George Dunn and Darlene Curtis) will give a presentation at the 1/23/18 Board Workshop. A resolution to authorize a contract with CRE8, Inc. will be presented to the Board at the Workshop for their consideration.

Matt Everett

6.6 King County Franchise Ordinance 18403 Rule Hearing – On 1/11/18, King County gave notice of a public meeting on Friday, January 19, 2018 (2:15 pm to 4:15 pm) to hear public comments concerning the final proposed rule which becomes effective 1/29/18.

6.7 North Hill Park – Patrice Thorell, Parks Director, City of Des Moines, contacted Matt regarding extending the lease agreement to use the District's property for a park. The Board agreed to continue leasing the property to the City of Des Moines. A resolution to authorize the lease will be presented at a future Board meeting.

6.8 Seattle Public Utilities SW Sub Region Rate – A meeting with SPU to discuss the rates will be held at the District on 2/27/18 at 10:30 am.

6.9 City of Kent Franchise – Matt, Jeremy, Ken Kase and Marc Montieth (Midway), met last week with John Milne, Inslee Best, to review the City's comments on the draft franchise. Matt will send Highline's and Midway's comments to the City for their review.

6.10 WASWD Lobbying – 2018 Legislative Session – Jim Kuntz, Executive Director, sent a memo to the Board of Directors informing them that Scott Hazlegrove would take over all WASWD legislative issues for this session.



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There being no further business of the District, President Johnson concluded the meeting at 9:50 a.m.

BOARD OF COMMISSIONERS

Daniel Johnson, President

Kathleen Quong-Vermeire, Secretary

Todd Fultz, Commissioner

Vince Koester, Commissioner

George Landon, Commissioner