



Highline Water District Regular Board Meeting Minutes April 18, 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 | PUBLIC | |
| 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: | April 3, 2018 Special Board Meeting | | | |
|--|-------------------------------------|---------------|-------------------|---------------|
| WARRANTS | | | | |
| Fund Name | Fund No. | Warrant Date | Vouchers | AMOUNT |
| Maintenance | 09-075-0010 | 04/19/18 | 22489 - 22535 | \$ 119,212.36 |
| Construction | 09-075-3030 | 04/19/18 | 902093 - 902098 | \$ 91,428.86 |
| ELECTRONIC FUNDS TRANSFER | | | | |
| Description | Fund No. | Period Ending | EFT Transfer Date | AMOUNT |
| Payroll Tax | 09-075-0010 | 04/06/18 | 04/18/18 | \$ 26,574.61 |
| Direct Deposit – Payroll | 09-075-0010 | 04/06/18 | 04/13/18 | \$ 71,950.82 |
| Dept of Retirement | 09-075-0010 | 04/06/18 | 05/15/18 | \$ 20,262.46 |
| Dept of Retirement - Deferred Compensation | 09-075-0010 | 04/06/18 | 04/13/18 | \$ 4,047.50 |
| Health Equity (KC-BEN96) | 09-075-0010 | 04/06/18 | 04/13/18 | \$ 270.00 |
| Health Equity (KC-BEN105) | 09-075-0010 | 04/06/18 | 04/13/18 | \$ 121.91 |
| HRA VEBA (KC-BEN60) | 09-075-0010 | 04/06/18 | 04/13/18 | \$ 6,519.16 |
| Department of Revenue - B&O Tax | 09-075-0010 | 03/31/18 | 04/25/18 | \$ 75,075.63 |
| Dept of Licensing - Dyed Diesel Fuel Tax | 09-075-0010 | 03/31/18 | 04/04/18 | \$ 362.98 |
| Dept of Labor & Industries - Tax | 09-075-0010 | 03/31/18 | 04/27/18 | \$ 9,283.92 |
| CONSENT AGENDA RESOLUTIONS | | | | |
| Item # | Resolution # | Description | | |
| None | | | | |

4. PUBLIC INPUT

No members of the public attended the meeting.

5. RESOLUTIONS

Resolution 18-4-18A amending Highline Water District Code (HWDC) Chapter 6.04 Rates, Section 6.04.020 Water/Miscellaneous Rates, Table 5 Hourly Labor & Equipment Charges, to add a new Senior Project Engineer position. Motion duly made and seconded. After discussion, the motion carried unanimously.



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5. RESOLUTIONS

Motion 18-4-18(1) - Reference Item 6.4

6. STAFF/COMMISSIONERS/ATTORNEY

Jeremy DelMar

6.1 City of Des Moines (S 216th – Segment 3 Project) – The City of Des Moines has requested a 65' x 10' easement on the District's former Pump Station No. 5 site for the installation of underground vaults for power, gas, cable and phone. The Board was in agreement for staff to proceed with preparing an easement. A resolution will be presented to the Board at a future meeting.

Debbie Prior

6.2 Records Management Project – The District's consultant, Cre8, Inc., completed all of the employee interviews and submitted a report with their findings and recommendations for the District's review. Cre8, Inc. will develop an Enterprise Content Management (ECM) RFP for vendor software/services and hardware.

The District applied for a "Technology Tools" Grant, the first of three grants available through the Washington State Archives' Local Records Grant Program (RCW 40.14.026). The first grant will be awarded mid-April.

The District will apply for the second grant in July 2018 which includes purchasing software.

Matt Everett

6.3 City of Kent Franchise – The District and the City of Kent staff have reached a verbal agreement for a franchise. Upon the City Council's approval, District staff will present a resolution for Board consideration at a future Board meeting to authorize a franchise agreement with the City of Kent.

6.4 City of Federal Way Excise Tax

Motion 18-4-18(1)

Everett reported that Milne and Talmadge, counsel representing the District, Midway Sewer District and Lakehaven Water and Sewer District in the litigation challenging the City of Federal Way's excise tax on the districts, had requested authorization to execute a stipulation with the City regarding the payment of the disputed tax into an investment account while the litigation was pending. The investment account would be an interest-bearing account only in the name of the districts, and could not be accessed without court approval. Following discussion, motion duly made and seconded to authorize counsel to execute the stipulation as requested. The motion carried unanimously.

Everett will advise counsel accordingly. He also reported that counsel will attend the Board's April 24 meeting to provide further report and recommendations regarding the litigation.

6.5 General Manager Contract Extension – Matt will present a letter to the Commissioners at the 4/24/18 Board Workshop requesting a final 4-year contract extension.

Kathleen Quong-Vermeire

6.6 Trademarks - Kathleen participated in a webinar on trademarks and asked the status of the District's logo.



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There being no further business of the District, President Johnson concluded the meeting at 9:48 a.m.

BOARD OF COMMISSIONERS

Daniel Johnson, President

Kathleen Quong-Vermeire, Secretary

Todd Fultz, Commissioner

Vince Koester, Commissioner

George Landon, Commissioner