



## Highline Water District Board Workshop Meeting Minutes April 24, 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	John Milne, Insee Best	
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> April 18, 2018 Regular Board Meeting				
WARRANTS				
Fund Name	Fund No.	Warrant Date	Vouchers	AMOUNT
Maintenance	09-075-0010	04/26/18	22536 - 22561	\$ 20,070.26
Construction	09-075-3030	04/26/18	902099 - 902101	\$ 252,268.20
Construction	09-075-3030	04/23/18	902102 - 902102	\$ 29,136.09
CONSENT AGENDA RESOLUTIONS				
Item #	Resolution #	Description		
None				

**4. PUBLIC INPUT**

No members of the public attended the meeting.

**5. RESOLUTIONS**

Resolution ~~18-4-24A~~ authorizing the District to actively participate in the Regional Hazard Mitigation Plan of King County. Motion duly made and seconded. After discussion, the motion carried unanimously.

Motion 18-4-24(1) motion duly made and seconded to authorize refund of General Facility Charge (GFC) to the property owner (Brink Kent LLC), less the District's cost for crews to remove the service. After discussion the motion carried unanimously. Reference Item 6.

**6. REQUEST FOR REFUND OF SERVICE INSTALLATION (S 260TH ST & PACIFIC HWY S)**

Property owner (Brink Kent LLC) requested a refund of the General Facility Charge (GFC) after determining the service that was installed was not needed. After discussion, the Board agreed to refund the GFC less the District's cost to remove the service. Reference Item 5, Motion 18-4-24(1).

**7. CITY OF KENT FRANCHISE UPDATE**

The District reached a verbal (red-lined) agreement with the City of Kent. The City needs to complete the drawings and upon approval of the franchise agreement by the City Council, the District has 30 days to accept and execute the agreement.



**Highline Water District  
Board Workshop Meeting Minutes  
April 24, 2018**

**8. OTHER**

**Matt Everett**

8.1 General Manager Performance Review/Employment Agreement Extension Request – Matt requested the Board to consider a final 4-year extension of his employment agreement, to expire at the end of 2022. The Board has until the final Board meeting in June 2018 to extend, not renew or renegotiate the Employment Agreement. An executive session for the performance review will be scheduled in May.

**Jeremy DelMar**


8.2 HWD HQ Roof Evaluation & Replacement – The District is working with Page & Beard Architects to develop a scope of work to evaluate the current condition of the metal roof and provide recommendations and contract documents for replacement. District staff will present a resolution for Board consideration at the 5/2/18 meeting to authorize an agreement with Page & Beard Architects.

**9. EXECUTIVE SESSION-PENDING LITIGATION RCW 42.30.110(1)(i)  
(CITY OF FEDERAL WAY EXCISE TAX AND KING COUNTY FRANCHISE RENTAL FEE)**

District staff requested an executive session to discuss with counsel, litigation regarding the City of Federal Way Excise Tax and King County Franchise Rental Fee. On motion duly 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 9:50 a.m. Everett, Prior, DelMar, Milne and Commissioners’ Fultz, Johnson, Koester, Landon and Quong-Vermeire then attended the executive session. At 9:50 a.m., the executive session was extended five minutes to 9:55 a.m., which was publicly announced. At 9:55 a.m., the executive session concluded and open public meeting reconvened. No action taken.

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

**BOARD OF COMMISSIONERS**

  
\_\_\_\_\_  
Daniel Johnson, President

  
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Kathleen Quong-Vermeire, Secretary

  
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Todd Fultz, Commissioner

  
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Vince Koester, Commissioner

  
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George Landon, Commissioner