



# Highline Water District Regular Board Meeting Minutes May 2, 2018

<b>ATTENDEES</b>			(Strikeouts indicate absence)
<b>COMMISSIONERS</b> Todd Fultz Daniel Johnson Vince Koester George Landon Kathleen Quong-Vermeire	<b>HWD STAFF</b> Matt Everett, General Manager Jeremy DeMar, Engr./Operations Mgr. Debra Prior, Administrative Manager Mary Fossos, Project Coordinator, CIPs	<b>HWD ATTORNEY(S)</b> John Milne, Inslee Best <b>CONSULTANTS</b>  <b>PUBLIC</b>	

**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 24, 2018 Board Workshop			
WARRANTS					
Fund Name	Fund No.	Warrant Date	Vouchers		AMOUNT
Maintenance	09-075-0010	05/03/18	22562 -	22580	\$ 106,914.55
Maintenance - Payroll	09-075-0010	04/27/18	302607 -	302608	\$ 1,935.54
ELECTRONIC FUNDS TRANSFER					
Description	Fund No.	Period Ending	EFT Transfer Date	AMOUNT	
Payroll Tax	09-075-0010	04/20/18	05/02/18	\$ 26,526.69	
Direct Deposit – Payroll	09-075-0010	04/20/18	04/27/18	\$ 68,634.49	
Dept of Retirement	09-075-0010	04/20/18	05/15/18	\$ 20,747.22	
Dept of Retirement - Deferred Compensation	09-075-0010	04/20/18	04/27/18	\$ 3,947.50	
Health Equity (KC-BEN96)	09-075-0010	04/20/18	04/27/18	\$ 270.00	
Health Equity (KC-BEN105)	09-075-0010	04/20/18	04/27/18	\$ 121.91	
HRA VEBA (KC-BEN60)	09-075-0010	04/20/18	04/27/18	\$ 6,494.16	
CONSENT AGENDA RESOLUTIONS					
Item #	Resolution #	Description			
3.1	18-5-2A	Accept developer extension as complete (Southwest Suburban Sewer District – New Office Building)			

**4. PUBLIC INPUT**

No members of the public attended the meeting.

**5. RESOLUTIONS**

Resolution 18-5-2A accepting developer extension as complete (Southwest Suburban Sewer District – New Office Building). This resolution was approved under the consent agenda.

Resolution 18-5-2B authorizing Consulting Services Contract #18-60-12 with Page & Beard Architects relating to Project SW18-1 HWD HQ Exterior Roof Evaluation & Replacement. Motion duly made and seconded. After discussion, the motion carried unanimously.

Resolution 18-5-2C authorizing the creation of a Special Fund with the King County Department of Finance to be known as the Federal Way Excise Tax Collections Fund. Motion duly made and seconded. After discussion, the motion carried unanimously.



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### 5. RESOLUTIONS

Motion 18-5-2(1) duly made and seconded authorizing canceling the 7/4/18 Board meeting which conflicts with the 4th of July holiday and scheduling a Special Board Meeting on 7/3/18. The motion carried unanimously.

### 6. STAFF/COMMISSIONERS/ATTORNEY

#### Jeremy DelMar

##### 6.1 CIP Project Updates

- Project 17-1 Water System Improvements – The contractor installed the main along 3rd Ave SW in Normandy Park and will begin installing services.
- Project 17-3 12th Pl S/13th Ave S Water Main Replacement – The City of SeaTac (lead agency) awarded the construction contract to Kar-Vel Construction, Inc. A preconstruction meeting was held on 4/30/18. Construction will start in late-May.
- Project 18-1 S 223rd St Water Main Replacement – The City of Des Moines (lead agency) awarded the construction contract to Scarsella Bros. Inc. A preconstruction meeting is scheduled for 5/7/18.
- Project 16-2 Pump Station No. 8 – RH2 Engineers submitted 60% design drawings for review. The project will be advertised in October. Construction permits will be submitted to the City of Tukwila and City of SeaTac in May.
- Project 18-4 McMicken Well Repair – A meeting is scheduled at RH2 this morning to discuss preliminary findings and recommendations to mitigate corrosion issues. The lead time to order a Byron Jackson pump and motor is between 26 and 32 weeks.
- Project 16-3 Mansion Hill Reservoir Relocation – Stantec Consulting has completed 90% of the tank design. Plan submittals have been sent to the City of SeaTac. District staff, the District's legal counsel, and Sound Transit representatives will discuss a Federal Procurement issue with the Washington State Auditor.

#### Debbie Prior

6.2 Records Management Project – The District was not selected to receive the “Technology Tools” Grant, the first of three grants available through the Washington State Archives’ Local Records Grant Program (RCW 40.14.026). The District will apply for the second grant in July 2018 which includes purchasing software.

#### Matt Everett

6.3 PNWS-AWWA 2018 Conference (4/25/17-4/27/18) - Matt, Jeremy, Logan, and Commissioner Quong-Vermeire attended the conference and found it very informative.

6.4 2018 AWWA Conference & Exposition (6/11/18-6/14/18) – Commissioners’ Quong-Vermeire, Fultz, Koester, and Johnson plan to attend the conference.

6.5 City of Federal Way Excise Tax – John Milne will attend the 5/16/18 Board meeting to discuss the pending litigation.

#### Vince Koester

6.6 4/30/18 WASWD Special Board of Directors Meeting – Vince gave an update on the meeting. Blair Burroughs has been named the Interim Director.



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**6. STAFF/COMMISSIONERS/ATTORNEY**

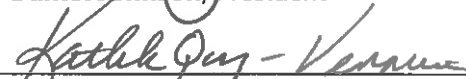
**Kathleen Quong-Vermeire**

- 6.7 Water Rights – Kathleen attended a seminar at the 2018 PNWS-AWWA conference regarding the use of the trust water rights program for water banking. Kathleen suggested that WASWD hold a similar presentation at a future conference.

There being no further business of the District, President Johnson concluded the meeting at 10:05 a.m.

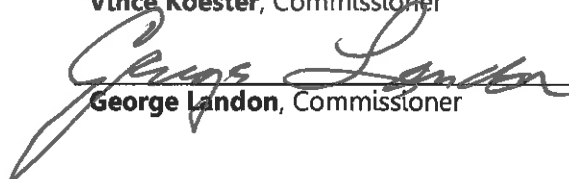
**BOARD OF COMMISSIONERS**

  
\_\_\_\_\_  
**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