



Highline Water District Regular Board Meeting Minutes August 15, 2018

ATTENDEES		(Strikeouts indicate absence)
COMMISSIONERS Todd Fultz Daniel Johnson Vince Koester (left mtg. @ 9:40 am) George Landon Kathleen Quong-Vermeire	HWD STAFF Matt Everett, General Manager Jeremy DelMar, Engr./Operations Mgr. Debra Prior, Administrative Manager Mary Fossos, Project Coordinator, CIPs	HWD ATTORNEY(S) John Milne, InSlee Best CONSULTANTS PUBLIC

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: August 1, 2018 Regular Meeting				
WARRANTS				
Fund Name	Fund No.	Warrant Date	Vouchers	AMOUNT
Maintenance	09-075-0010	08/16/18	22898 - 22948	\$ 1,003,723.90
Construction	09-075-3030	08/16/18	902134 - 902138	\$ 627,179.03
ELECTRONIC FUNDS TRANSFER				
Description	Fund No.	Period Ending	EFT Transfer Date	AMOUNT
Payroll Tax	09-075-0010	07/27/18	08/08/18	\$ 27,913.75
Direct Deposit – Payroll	09-075-0010	07/27/18	08/03/18	\$ 74,926.87
Dept of Retirement	09-075-0010	07/27/18	08/15/18	\$ 20,771.69
Dept of Retirement - Deferred Compensation	09-075-0010	07/27/18	08/03/18	\$ 3,947.50
Health Equity (KC-BEN96)	09-075-0010	07/27/18	08/03/18	\$ 267.94
Health Equity (KC-BEN105)	09-075-0010	07/27/18	08/03/18	\$ 121.91
HRA VEBA (KC-BEN60)	09-075-0010	07/27/18	08/03/18	\$ 6,157.74
CONSENT AGENDA RESOLUTIONS				
Item #	Resolution #	Description		
None				

4. PUBLIC INPUT

No members of the public attended the meeting.



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5. RESOLUTIONS/MOTIONS

Resolution 18-8-15A authorizing agreement with Puget Sound Energy for the installation of Commercial Electric Facilities relating to Project 16-3 Mansion Hill Reservoir Relocation. Motion duly made and seconded. After discussion, the motion carried unanimously.

Resolution 18-8-15B declaring an emergency pursuant to RCW 39.04.280(1)(e), waiving the requirements of chapter 39.80 RCW for the retention of engineering services, waiving the competitive bidding requirements of RCW 57.08.050, and authorizing and directing the District Manager or designee to negotiate, approve, and execute the necessary contracts on the District's behalf to perform emergency repair and replacement work along S 240th Pl and 9th Pl S in the City of Des Moines. Motion duly made and seconded. After discussion, the motion carried unanimously.

Motion 18-8-15(1) duly made and seconded to cancel the 9/19/18 Regular Board meeting due to scheduling conflict with the WASWD Fall Conference and authorizing staff to schedule a Special Board meeting on 9/17/18 to address any business that may come before the Board. After discussion, the motion carried unanimously. Reference Item 6.7.

6. STAFF/COMMISSIONERS/ATTORNEY

Jeremy DelMar

6.1 Sound Transit (Federal Way Link Extension) - Highline and Midway Sewer District will hold a joint meeting with Sound Transit at the District's Workshop meeting on August 28th at 9:00 am. Sound Transit representatives will update the Board and staff on the status of the project and answer questions.

6.2 Project 16-3 Mansion Hill Reservoir Relocation Bid Advertisement and Contingency – The District and Sound Transit's attorneys are preparing a second agreement for repayment terms relating to the Mansion Hill Reservoir Relocation.

The advertisement for bids for Project 16-3 will happen in August. The bid opening will be held in early September at the District's headquarters. The Board of Commissioners agreed to a 5% contingency of the awarded contract amount to allow staff to handle change orders administratively in a timely manner.

6.3 McMicken Well Inspection and Cleaning – Hokkaido Drilling completed the work and repaired the well casing. The District is working with RH2 Engineering and Pump Tech to determine the size for the new pump and motor to fit inside the slightly smaller diameter of the well casing.

6.4 Management and Supervisory Leadership Training Program (8/13/18 - 8/15/18) - Logan Wallace and Jon Seibel attended the training.

Debbie Prior

6.5 Records Management Program – The request for proposals for record management system software will be sent within the next few weeks after staff discussions.



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6. STAFF/COMMISSIONERS/ATTORNEY

Matt Everett

- 6.6 Legislative Reception Discussion (10/15/18 @ 11:00 am) – Highline and Midway Sewer District will hold a reception for 33rd District candidates to discuss the operations of the respective Districts and tour their facilities.
- 6.7 Cancel 9/19/18 Regular Board Meeting/Schedule Special Board Meeting? – Matt asked the Board if they wanted to cancel the 9/19/18 Board meeting due to a scheduling conflict with the WASWD 2018 Fall Conference & Trade Show and schedule a Special Board Meeting. Action Taken: Reference Motion 18-8-15(1).
- 6.8 Functional Exercise on 9/25/18 @ Brightwater Education Center, Woodinville, WA – The Washington Water/Wastewater Agency Response Network (WAWARN) is hosting a one-day functional exercise. Participants will be able to test their emergency response capabilities. The training starts at 8:30 a.m. and ends at 4:00 p.m.
- 6.9 Staffing – A new utility worker will start on Monday, August 20th. Matt discussed the need to increase staffing in the near future to address cross-training and additional needs prior to employees retiring. The Board was supportive of the request.

There being no further business of the District, President Johnson concluded the meeting at 10:08 a.m.

BOARD OF COMMISSIONERS



Daniel Johnson, President



Kathleen Quong-Vermeire, Secretary

Todd Fultz, Commissioner



Vince Koester, Commissioner



George Landon, Commissioner