



Highline Water District Special Board Meeting Minutes September 17, 2018

ATTENDEES			(Strikeouts indicate absence)
COMMISSIONERS Todd Fultz Daniel Johnson Vince Koester 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	CONSULTANTS HWD ATTORNEY(S) John Milne, Inslee Best	

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:	September 5, 2018 Regular Meeting			
WARRANTS				
Fund Name	Fund No.	Warrant Date	Vouchers	AMOUNT
Maintenance	09-075-0010	09/20/18	23009 - 23051	\$ 1,040,851.01
Construction	09-075-3030	09/20/18	902148 - 902154	\$ 223,722.65
ELECTRONIC FUNDS TRANSFER				
Description	Fund No.	Period Ending	EFT Transfer Date	AMOUNT
Payroll Tax	09-075-0010	09/07/18	09/19/18	\$ 28,539.78
Direct Deposit – Payroll	09-075-0010	09/07/18	09/14/18	\$ 76,126.44
Dept of Retirement	09-075-0010	09/07/18	10/15/18	\$ 21,698.36
Dept of Retirement - Deferred Compensation	09-075-0010	09/07/18	09/14/18	\$ 3,947.50
Health Equity (KC-BEN96)	09-075-0010	09/07/18	09/14/18	\$ 267.94
Health Equity (KC-BEN105)	09-075-0010	09/07/18	09/14/18	\$ 121.91
HRA VEBA (KC-BEN60)	09-075-0010	09/07/18	09/14/18	\$ 6,182.74
CONSENT AGENDA RESOLUTIONS				
Item #	Resolution #	Description		
None				

4. PUBLIC INPUT

No members of the public attended the meeting.

5. RESOLUTIONS/MOTIONS

No resolutions were presented.



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6 STAFF/COMMISSIONERS/ATTORNEY

Jeremy DelMar

- 6.1 3rd Ave S and S 240th Pl & 9th Pl S Water Main Breaks – The Board declared an emergency of the respective main breaks on 6/26/18 and 8/15/18. The District requested proposals from multiple contractors. Due to the recent strike, contractors are too busy to do the work. District crews will make repairs on 3rd Avenue on 10/1/18.

The District will add the S 240th Pl & 9th Pl S main replacement to an AC main replacement project in 2019.

- 6.2 Kent-Des Moines Rd & Pacific Hwy Main Break (9/7/18 – 11:49 p.m.) – All Terrain LLC was installing Comcast cable and put a 6" bore hole in the District's 12" CI main which is 10 feet deep. District crews cut in a valve to isolate the section of the main that broke. The District will add the final repairs to an AC main replacement project in 2019.

Debbie Prior

- 6.3 Records Management Program – The District received 5 proposals and selected the top three companies to give presentations of their electronic content management software to selected staff members to evaluate.
- 6.4 WASWD Fall Conference & Trade Show (9/19/18 – 9/21/18) – Debbie distributed travel advances to the Commissioners attending the conference.

Matt Everett

- 6.5 Kent Franchise – The District and the City of Kent have reached a tentative agreement. Midway Sewer District and the City of Kent are working on several minor changes to their agreement.
- 6.6 Tukwila Intertie – The District's raw data indicates that the District's water loss has been ongoing for more than two years. The City of Tukwila owns the Sparling 12" meter and P.R.V. that supply the City with water.
- 6.7 WASWD Fall Conference & Trade Show (9/19/18 – 9/21/18) – Jeremy, Logan and Commissioners' Fultz, Johnson, Koester and Quong-Vermeire will be attending the conference in Spokane.
- 6.8 2018 Washington Finance Officers Annual Conference (9/18/18 – 9/21/18) – Debbie will be attending the conference.



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There being no further business of the District, President Johnson concluded the meeting at 9:22 a.m.

BOARD OF COMMISSIONERS



Daniel Johnson, President

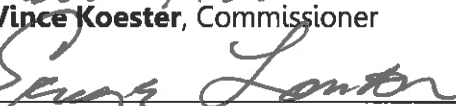
Kathleen Quong-Vermeire, Secretary



Todd Fultz, Commissioner



Vince Koester, Commissioner



George Landon, Commissioner