



Highline Water District Board Workshop Meeting Minutes September 25, 2018

ATTENDEES			(Strikeouts indicate absence)
COMMISSIONERS Todd Fultz Daniel Johnson Vince Koester George Landon Kathleen Quong-Vermeire @ WA WARN Functional Exercise	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 17, 2018 Special Meeting				
WARRANTS					
Fund Name	Fund No.	Warrant Date	Vouchers	AMOUNT	
Maintenance	09-075-0010	09/27/18	23052 - 23078	\$	26,954.76
Construction	09-075-3030	09/27/18	902155 - 902155	\$	133.40
ELECTRONIC FUNDS TRANSFER					
Description	Fund No.	Period Ending	EFT Transfer Date	AMOUNT	
Dept of Revenue - B&O Tax	09-075-0010	08/31/18	09/25/18	\$	77,029.31
CONSENT AGENDA RESOLUTIONS					
Item #	Resolution #	Description			
None					

4. PUBLIC INPUT

No members of the public attended the meeting.

5. RESOLUTIONS/MOTIONS

Resolution 18-9-25A authorizing Change Order #2 and accepting as complete Contract 17-70-19 with Kar-Vel Construction, Inc. for Project 17-1 Water System Improvements. Motion duly made and seconded. After discussion, the motion carried unanimously.

Motion 18-9-25(1) duly made and seconded to excuse Commissioner Quong-Vermeire's absence at today's meeting in order to attend the Washington WARN Function Exercise at the Brightwater Education and Community Center in Woodinville. After discussion, the motion carried unanimously. Reference Item 7.1.



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5. RESOLUTIONS/MOTIONS

Motion 18-9-25(2) duly made and seconded to deny request of customer Michael Tracey to waive the \$25.00 final bill processing fee to close his account. After discussion, the motion carried unanimously. Reference Item 7.4.

6. 600 PZ REZONE

Jeremy gave a presentation on reconfiguring the 560 into a 600 pressure zone. The alternative could potentially save the District \$5-7 million in capital and reduce operation and maintenance costs over long term. Discussion ensued. Jeremy will recommend a study in the 2019 Capital Improvement Program to look at options and risks.

7. OTHER

Matt Everett

- 7.1 Washington WARN Function Exercise 9/25/18 – Commissioner Quong-Vermeire is participating in the Washington WARN Function Exercise today and requested Matt ask the Board to excuse her absence at today's Board Workshop. Action Taken: Reference Motion 18-9-25(1).
- 7.2 WASWD Annual Meeting (10/22/18 – 12:00 pm to 2:30 pm) – The WASWD Annual Meeting was not held at the 2018 Fall Conference and Trade Show due to a lack of a quorum. WASWD requested the District to hold the Special Membership Meeting at the District's office on October 22, 2018.
- 7.3 9/18/18 Main Break at 6th Ave SW & SW 179th – Rodarte Construction was doing storm work for the City of Normandy Park and dug down to replace a catch basin and disturbed the soil by the thrust block which caused the District's 12" transmission main to fail. The District shut down the valves within 15 minutes to stop the flow of water. District crews tied the 12" main into an 8" main, removed a 90° bend and installed a tee.
- 7.4 Customer Request to Waive \$25.00 Fee – Customer Michael Tracey requested the final bill processing fee of \$25.00 be waived. At the customer's request, Matt asked the Board if they would authorize waiving the fee. Action Taken: Reference Motion 18-9-25(2).
- 7.5 Watershed Resource Inventory Area [WRIA-9] – Matt informed the Board that the Department of Ecology invited the District to join the Watershed Restoration and Enhancement Committee for the Duwamish-Green Watershed. The Board agreed for the District to participate.
- 7.6 General Manager Contract Extension – A new employment agreement will be presented at the 10/3/18 Board meeting for the Board's consideration.
- 7.7 King County Ordinance 18403 (Rental Fee) – King County has filed an appeal of the ruling and is attempting to have the case heard by the Washington State Supreme Court instead of the Division 1 Appeals Court.
- 7.8 Federal Way Excise Tax Lawsuit – The hearing date is scheduled for 10/19/18 at the Kent Regional Justice Center.



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7. OTHER

7.9 Tukwila Intertie – The District’s records indicate that water loss relating to the intertie began in 2014. The City of Tukwila owns the Sparling 12” meter and P.R.V. that supplies the City with water. We are continuing to discuss resolution with the City.

Debbie Prior

7.10 Records Management Program – Cities Digital gave the first presentation for an Electronic Content Management system on 9/24/18. Two more presentations are scheduled this week.

7.11 2018 Washington Finance Officers Annual Conference (9/18/18 – 9/21/18) – Debbie attended the conference.

There being no further business of the District, President Johnson concluded the meeting at 10:09 a.m.

BOARD OF COMMISSIONERS

Daniel Johnson, President

Kathleen Quong-Vermeire, Secretary

Todd Fultz, Commissioner

Vince Koester, Commissioner

George Landon, Commissioner