



Highline Water District Regular Board Meeting Minutes October 3, 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 25, 2018 Board Workshop				
WARRANTS				
Fund Name	Fund No.	Warrant Date	Vouchers	AMOUNT
Maintenance	09-075-0010	10/04/18	23079 - 23106	\$ 61,400.25
Construction	09-075-3030	10/04/18	902156 - 902159	\$ 130,776.68
ELECTRONIC FUNDS TRANSFER				
Description	Fund No.	Period Ending	EFT Transfer Date	AMOUNT
Payroll Tax	09-075-0010	09/21/18	10/03/18	\$ 28,758.47
Direct Deposit – Payroll	09-075-0010	09/21/18	09/28/18	\$ 79,360.69
Dept of Retirement	09-075-0010	09/21/18	10/15/18	\$ 22,485.94
Dept of Retirement - Deferred Compensation	09-075-0010	09/21/18	09/28/18	\$ 3,947.50
Health Equity (KC-BEN96)	09-075-0010	09/21/18	09/28/18	\$ 267.94
Health Equity (KC-BEN105)	09-075-0010	09/21/18	09/28/18	\$ 121.91
HRA VEBA (KC-BEN60)	09-075-0010	09/21/18	09/28/18	\$ 6,182.74
CONSENT AGENDA RESOLUTIONS				
Item #	Resolution #	Description		
None				

4. PUBLIC INPUT

No members of the public attended the meeting.

5. RESOLUTIONS/MOTIONS

Motion 18-10-3(1) duly made and seconded authorizing a second Amendment to Inslee Best Doezie & Ryder’s agreement dated 1/23/17 for additional legal services in the amount of \$4,000.00 for appellate proceedings regarding the King County Franchise Ordinance 18403. After discussion, the



Highline Water District Regular Board Meeting Minutes October 3, 2018

motion carried unanimously.

Motion 18-10-3(2) duly made and seconded approving a new employment agreement with the General Manager for the period of January 1, 2019, through December 31, 2022, with a 3.5% COLA adjustment and a 4% salary increase effective January 1, 2019, and that Commissioner Johnson be authorized to execute the employment agreement on behalf of the District. The motion carried unanimously. Reference Item No. 8.

6. STAFF/COMMISSIONERS/ATTORNEY

Jeremy DelMar

6.1 Project 16-3 Mansion Hill Reservoir Relocation Update

The project was advertised in the Seattle Daily Journal of Commerce on 8/28/18 and 9/04/18. The bid opening was held on 9/25/18. The District received three bids. The apparent low bidder is T Bailey Construction, Inc. with a bid in the amount \$6,702,305.00 including tax. A resolution with a recommendation will be presented at a future Board meeting.

The District has requested Gray & Osborne, Inc. prepare a scope of services for Construction Management. A resolution to authorize a contract will be presented at a future Board meeting.

Milne is working with Sound Transit's legal counsel to finalize the Sound Transit Reimbursement Agreement with the District.

6.2 Bow Lake Elementary Career Fair (10/9/18) – The District was invited to attend the Career Fair. Jeremy and Polly will attend the fair.

6.3 City of SeaTac 34th Ave S Sidewalk Project – The District has AC water mains in the project area. The City wants the District's AC main replacement project completed ahead of the City's project. A resolution to authorize a design contract will be presented to the Board at a future meeting.

6.4 Lakehaven Supply Project – Jeremy recommended the District hire a consultant to do a study to determine the infrastructure requirements to enable the District to purchase water from Lakehaven.

Debbie Prior

6.5 Records Management System – A conference call with the second vendor is scheduled for today. District management will make a decision on the vendor in the next several weeks.

6.6 State Audit – The District's audit will start on 10/8/18.

6.7 Flu Shots – Debbie informed the Board that flu shots will be available at the District office on 11/1/18 at 7:30 am.

Kathleen Quong-Vermeire

6.8 WA WARN Functional Exercise (9/25/18) – Kathleen attended the functional exercise held at the Brightwater Education and Community Center in Woodinville. Kathleen said there was a



**Highline Water District
Regular Board Meeting Minutes
October 3, 2018**

6. STAFF/COMMISSIONERS/ATTORNEY

great exchange of information from participating agencies.

- 6.9 11/07/18 Board Meeting – Kathleen informed the Board and staff that she will not be attending the meeting.

Matt Everett

- 6.10 33rd Legislative Reception (10/15/18 at 11:00 am) – Highline and Midway Sewer District will host the legislative reception at Highline's office.
- 6.11 Special WASWD Meeting @ HWD Office (10/22/18 – 12:00 pm) – The District will host the meeting.
- 6.12 Main Break @ 6th Ave SW & SW 179th Pl – District crews made repairs to the main and will install joint restraints in lieu of thrust blocking. The City of Normandy Park is accepting claims for damage to residents' property caused by their contractor.

7. KING COUNTY ORDINANCE 18403 UPDATE

Milne noted that the executive session scheduled on the agenda for this item was not necessary. On 8/1/18 the King County Superior Court ruled that King County cannot charge water and sewer districts rent for the use of county roads and rights-of-way. Milne informed the Board and staff that on 9/24/18, King County appealed the ruling to the Washington State Supreme Court bypassing the Court of Appeals, Division I. King County has 14 days to provide the court with supporting documentation for the appeal.

Milne requested a second Amendment to Inslee Best's Agreement dated 1/23/17 for additional legal services in the amount of \$4,000.00 for appellate proceedings regarding the King County Franchise Ordinance 18403. Action Taken: Reference Item 5 – Motion 18-10-3(1).

CITY OF FEDERAL WAY EXCISE TAX UPDATE

Milne noted that the executive session scheduled on the agenda for this item was not necessary. Milne informed the Board that the Declarations are due today and will be filed with the court today. The hearing is scheduled for 9:00 am on October 19th in King County Superior Court at the Kent Regional Justice Center.

8. EXECUTIVE SESSION – GENERAL MANAGER PERFORMANCE REVIEW

Commissioner Johnson convened an executive session pursuant to RCW 42.30.110 (1) (g) at 9:45 a.m. to review the performance of the General Manager. Before convening the executive session, Commissioner Johnson advised the executive session would conclude at approximately 10:00 a.m. The Commissioners, the General Manager, and District counsel then attended the executive session. At 10:00 a.m., the General Manager was excused from the executive session and the executive session was extended to 10:15 a.m., which was publicly announced. At 10:15 a.m., the executive session concluded and open public meeting reconvened. Action Taken: Reference Item 5, Motion 18-10-3(2).



**Highline Water District
Regular Board Meeting Minutes
October 3, 2018**

There being no further business of the District, President Johnson concluded the meeting at 10:17 a.m.

BOARD OF COMMISSIONERS

Daniel Johnson, President

Kathleen Quong-Vermeire, Secretary

Todd Fultz, Commissioner

Vince Koester, Commissioner

George Landon, Commissioner