



Highline Water District Regular Board Meeting Minutes December 5, 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:	November 27, 2018 Board Workshop			
WARRANTS				
Fund Name	Fund No.	Warrant Date	Vouchers	AMOUNT
Maintenance	09-075-0010	12/06/18	23288 - 23309	\$ 51,025.37
ELECTRONIC FUNDS TRANSFER				
Description	Fund No.	Period Ending	EFT Transfer Date	AMOUNT
Payroll Tax	09-075-0010	11/30/18	12/12/18	\$ 25,247.86
Direct Deposit – Payroll	09-075-0010	11/30/18	12/07/18	\$ 72,950.16
Dept of Retirement	09-075-0010	11/30/18	12/14/18	\$ 20,510.30
Dept of Retirement - Deferred Compensation	09-075-0010	11/30/18	12/07/18	\$ 3,847.50
Health Equity (KC-BEN96)	09-075-0010	11/30/18	12/07/18	\$ 267.94
Health Equity (KC-BEN105)	09-075-0010	11/30/18	12/07/18	\$ 121.91
HRA VEBA (KC-BEN60)	09-075-0010	11/30/18	12/07/18	\$ 5,796.32
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 at the meeting.

6. DRAFT 2019 CAPITAL IMPROVEMENT PROGRAM (CIP)

Jeremy presented the 2019 CIP to the Board and described each project and status. Discussion ensued. Jeremy answered questions by the Board.

The formal resolution for adoption of the CIP will be presented to the Board at the 12/19/18 Board meeting.



**Highline Water District
Regular Board Meeting Minutes
December 5, 2018**

7. DRAFT 2019 GOALS & OBJECTIVES

Most of the 2018 Goals & Objectives are the same as the previous year. A few of the changes for 2019 are as follows: ▪ Strategize and implement personnel succession planning and transition ▪ Hire and train five new employees; ▪ Partner with WASWD and other utilities to oppose King County appeal of right-of-way rental fee ruling; ▪ Partner with Midway and Lakehaven to appeal Federal Way Excise Tax ruling; ▪ Implement Electronic Content Management Records software with Laserfiche®; ▪ Increase some 2019 salaries to be in line with the current market; Repair McMicken Heights Well and place back on line by mid-2019; ▪ Retain consultant for GIS assistance.

The formal resolution for adoption of the 2019 Goals & Objectives will be presented to the Board at the 12/19/18 Board meeting.

8. STAFF/COMMISSIONERS/ATTORNEY

No other items were presented for discussion.

There being no further business of the District, President Johnson concluded the meeting at 10:13 a.m.

BOARD OF COMMISSIONERS

Daniel Johnson, President

Kathleen Quong-Vermeire, Secretary

Todd Fultz, Commissioner

Vince Koester, Commissioner

George Landon, Commissioner