



Highline Water District Regular Board Meeting Minutes January 16, 2019

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	HWD ATTORNEY(S) John Milne, Inslie Best	CONSULTANTS

1. CALL TO ORDER

Secretary Koester 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:	January 2, 2019				
WARRANTS					
Fund Name	Fund No.	Warrant Date	Vouchers	AMOUNT	
Maintenance	09-075-0010	01/17/19	23457 - 23510	\$ 667,044.97	
Construction	09-075-3030	01/17/19	902187 - 902188	\$ 6,421.61	
ELECTRONIC FUNDS TRANSFERS					
Description	Fund No.	Period Ending	EFT Transfer Date	AMOUNT	
Payroll Tax	09-075-0010	12/28/18	01/09/19	\$ 26,441.23	
Direct Deposit – Payroll	09-075-0010	12/28/18	01/04/19	\$ 70,349.62	
Dept of Retirement	09-075-0010	12/28/18	01/15/19	\$ 20,456.69	
Dept of Retirement - Deferred Compensation	09-075-0010	12/28/18	01/04/19	\$ 3,493.44	
Health Equity (KC-BEN96)	09-075-0010	12/28/18	01/04/19	\$ 274.99	
Health Equity (KC-BEN105)	09-075-0010	12/28/18	01/04/19	\$ 128.82	
Health Equity (KC-GEN238)	09-075-0010	12/28/18	01/04/19	\$ 37.21	
HRA VEBA (KC-BEN60)	09-075-0010	12/28/18	01/04/19	\$ 4,945.39	
CONSENT AGENDA RESOLUTIONS					
Item #	Resolution #	Description			
None					

4. PUBLIC INPUT

No members of the public attended the meeting.

5. RESOLUTIONS

Resolution 19-1-16A authorizing a franchise fee on the retail customers in the City of Kent, Washington and an amendment to the Highline Water District Code (HWDC) to incorporate the franchise fee in applicable section(s). Motion duly made and seconded. After discussion the motion carried unanimously.



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6. COMMISSIONERS/STAFF/ATTORNEY

Jeremy DelMar

- 6.1 GIS Update – A resolution to purchase upgrade of the District’s existing GIS software from ESRI (sole source) will be presented to the Board for their consideration at the 1/22/19 Board Workshop. Logan Wallace, Sr. Project Engineer, will give a presentation at the meeting.
- 6.2 City of SeaTac 34th Ave S Sidewalk Project (S 160th to S 166th) – The City of SeaTac now wants the District to partner on their street improvements project in lieu of the District replacing water main before the street improvements. The City plans to delay the project until 2020. The District will have the design for the water main replacement completed this year. The City plans to bid the project in November 2019 with construction in early 2020.
- 6.3 Project 19-1 AC Water Main Replacement (North Hill area) – The City of Des Moines would like to partner with the District to include street improvements. Discussion ensued. The District is working on consultant selection for the water main design.
- 6.4 Project 18-2 International Blvd & SR 509 Road Improvements – The District will need to install temporary bypass water main in advance of the bridge work by WSDOT. The deadline for the District to move its infrastructure is June 2020. Upon completion of the bridge, the District’s water main will be affixed to the bridge.
- 6.5 Project 16-2 Pump Station No. 8 – The District has made an offer to the owner for an easement. The District has yet to receive a response from the owner on the District’s proposal. The District is now considering alternative alignments. Additional design will be required to reconfigure the main location to eliminate the need for an easement.

Debbie Prior

- 6.6 Code of Ethics – The Board received a copy of the Commissioners’ Code of Ethics for their annual review.
- 6.7 Accounting Position – The top six candidates were interviewed. The three finalists will be interviewed next week.

Matt Everett

- 6.8 Burien Franchise Meeting (1/10/19) – Highline, and representatives of K.C.W.D. 20, K.C.W.D. 49, Midway Sewer District, Southwest Suburban Sewer District, and Valley View Sewer District attended a meeting with the City’s Manager, Public Works Manager, Finance Manager, and Attorney to open negotiations for a water or sewer franchise agreement with the respective Districts. Highline was represented by Matt Everett, Jeremy DelMar and attorney Eric Frimodt with Inslee Best. The City of Burien wants franchises completed by the 3rd quarter of 2019.
- 6.9 Government Relations Committee Meeting Update (1/10/19) – Matt attended the meeting. Items discussed: (1) State Legislators were not inclined to move forward to reduce lien fees; (2) reclaimed water; and (3) allowing smaller water and sewer districts to offer their commissioners medical insurance.



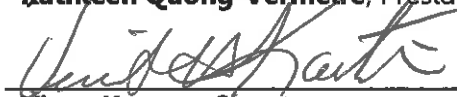
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There being no further business of the District, Secretary Koester concluded the meeting at 9:37 a.m.


BOARD OF COMMISSIONERS



Kathleen Quong-Vermeire, President



Vince Koester, Secretary



Todd Fultz, Commissioner



Daniel Johnson, Commissioner



George Landon, Commissioner