



## Highline Water District Regular Board Meeting Minutes February 6, 2019

<b>ATTENDEES</b>			(Strikeouts indicate absence)
<b>COMMISSIONERS</b> Todd Fultz Daniel Johnson Vince Koester George Landon Kathleen Quong-Vermeire	<b>HWD STAFF</b> Matt Everett, General Manager Jeremy DelMar, Engr./Operations Mgr. Debra Prior, Administrative Manager Mary Fossos, Project Coordinator, CIPs	<b>HWD ATTORNEY(S)</b> John Milne, <del>Inslee Best</del> <b>CONSULTANTS</b>	

**1. CALL TO ORDER**

President Quong-Vermeire 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.

<b>Minutes:</b>	January 22, 2019			
WARRANTS				
Fund Name	Fund No.	Warrant Date	Vouchers	AMOUNT
Maintenance	09-075-0010	01/23/19	23528 - 23529	9,091.90
Maintenance	09-075-0010	02/07/19	23530 - 23570	\$ 827,313.06
Construction	09-075-3030	02/07/19	902190 - 902190	\$ 7,017.25
ELECTRONIC FUNDS TRANSFERS				
Description	Fund No.	Period Ending	EFT Transfer Date	AMOUNT
Payroll Tax	09-075-0010	01/25/19	02/06/19	\$ 28,207.78
Direct Deposit – Payroll	09-075-0010	01/25/19	02/01/19	\$ 74,384.04
Dept of Retirement	09-075-0010	01/25/19	02/15/19	\$ 21,810.48
Dept of Retirement-Deferred Compensation	09-075-0010	01/25/19	02/01/19	\$ 3,593.44
Health Equity (KC-BEN96)	09-075-0010	01/25/19	02/01/19	\$ 274.99
Health Equity (KC-BEN105)	09-075-0010	01/25/19	02/01/19	\$ 128.82
Health Equity (KC-GEN238)	09-075-0010	01/25/19	02/01/19	\$ 37.21
HRA VEBA (KC-BEN60)	09-075-0010	01/25/19	02/01/19	\$ 4,945.39
Dept of Revenue - B&O Tax	09-075-0010	12/31/18	01/25/19	\$ 81,179.07
Dept of Licensing - Dyed Diesel Fuel Tax	09-075-0010	12/31/18	01/18/19	\$ 382.50
CONSENT AGENDA RESOLUTIONS				
Item #	Resolution #	Description		
3.1	19-2-6E	Accept developer extension as complete (SeaTac Hilton Garden Inn)		

**4. PUBLIC INPUT**

No members of the public attended the meeting.



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### 5. RESOLUTIONS

Resolution 19-2-6A authorizing Agreement #19-60-02 with Cities Digital for the purchase and implementation of a Document and Records Management System known as Laserfiche®. Motion duly made and seconded. After discussion the motion carried unanimously.

Resolution 19-2-6B amending Highline Water District Code (HWDC) Chapter 6.04 Rates, Section 6.04.020, Table 3, Water Service Installation Charges, and further authorizes staff to make annual adjustments. Motion duly made and seconded. After discussion the motion carried unanimously.

Resolution 19-2-6C authorizing Amendment #4 to Contract #16-60-09 with RH2 Engineering, Inc. for additional design and permitting assistance relating to Project 16-2 Pump Station No. 8. Motion duly made and seconded. After discussion the motion carried unanimously.

Resolution 19-2-6D commending employee (Delylah Silva) for ten years of service with the District. Motion duly made and seconded. After discussion the motion carried unanimously.

Resolution 19-2-6E accepting developer extension as complete (SeaTac Hilton Garden Inn). This resolution was accepted under the consent agenda.

### 6. STAFF/COMMISSIONERS/ATTORNEY

#### Jeremy DelMar

6.1 Project 19-1 North Hill AC Water Main Replacement – The project consists of replacing approximately 10,000 LF of AC water main. This is less than identified in the CIP to accommodate city partnership and to have contract this summer. Jeremy recommended Murraysmith for the design of this project. A resolution will be presented to the Board in late February to authorize a consulting services contract with Murraysmith.

#### Debbie Prior

6.2 Senior Accounting Specialist Position – New hire Jennifer England started on 2/1/19.

#### Matt Everett

6.3 City of Burien Draft Franchise – On 1/24/19 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 to discuss terms for a water or sewer franchise agreement with the City of Burien. A draft franchise agreement will be submitted on 2/15/19 to the City of Burien for their review.



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There being no further business of the District, President Quong-Vermeire concluded the meeting at 9:37 a.m.

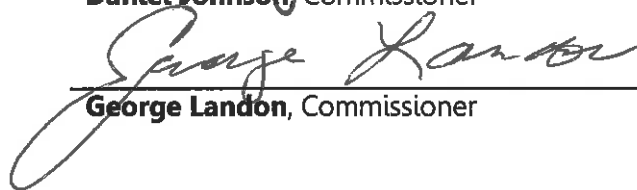
**BOARD OF COMMISSIONERS**

  
\_\_\_\_\_  
**Kathleen Quong-Vermeire**, President

  
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**Vince Koester**, Secretary

  
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**Todd Fultz**, Commissioner

  
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**Daniel Johnson**, Commissioner

  
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**George Landon**, Commissioner