



**Highline Water District
Regular Board Meeting Minutes
April 6, 2016**

ATTENDEES		
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, Inslee Best VISITORS
Strikeouts indicate absence		

1. CALL TO ORDER

President 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.

Consent Agenda Items are considered to be routine and non-controversial and are generally approved as a group with one motion. Any Commissioner may remove any item from the Consent Agenda for separate discussion and action. Vouchers audited and certified by the auditing officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.080 have been recorded on a listing, which was made available to the Board of Commissioners.

Minutes: March 22, 2016 Regular Meeting

WARRANTS				
Fund Name	Fund No.	Warrant Date	Vouchers	AMOUNT
Maintenance	09-075-0010	03/29/16	19869 - 19869	\$ 17,999.31
Maintenance	09-075-0010	04/07/16	19870 - 19908	\$ 555,425.84
Construction	09-075-3030	04/07/16	901847 - 901849	\$ 150,732.73

ELECTRONIC TRANSFER FUNDS				
Description	Fund No.	Period Ending	EFT Transfer Date	AMOUNT
Payroll Tax	09-075-0010	03/25/16	04/06/16	\$ 25,197.53
Direct Deposit – Payroll	09-075-0010	03/25/16	04/01/16	\$ 63,432.07
Dept of Retirement	09-075-0010	03/25/16	04/15/16	\$ 15,814.64
Dept of Retirement - Deferred Compensation	09-075-0010	03/25/16	04/01/16	\$ 4,073.00
Health Equity (KC-BEN96)	09-075-0010	03/25/16	04/01/16	\$ 256.96
Health Equity (KC-BEN105)	09-075-0010	03/25/16	04/01/16	\$ 101.18
HRA VEBA (KC-BEN60)	09-075-0010	03/25/16	04/01/16	\$ 6,147.12
Dept of Labor & Industries	09-075-0010	03/31/16	04/28/16	\$ 8,318.06

CONSENT AGENDA RESOLUTIONS		
Item #	Resolution #	Description
3.1	16-4-6A	Accept developer ext. as complete (Des Moines Creek Business Park Phase 1, LLC)
3.2	16-4-6E	Accept developer ext. as complete (Blueberry Lane PUD)

4. PUBLIC INPUT

No members of the public attended the meeting.



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5. RESOLUTIONS/MOTIONS

Resolution 16-4-6A accepting developer extension as complete (Des Moines Creek Business Park Phase 1, LLC). This resolution was accepted under the Consent Agenda.

Resolution 16-4-6B approving an intergovernmental agreement with Alderwood Water and Wastewater relating to a cooperative purchasing agreement. Motion duly made and seconded. After discussion, the motion carried unanimously.

Resolution 16-4-6C authorizing Amendment No. 1 to Contract 14-60-09 with Gray & Osborne, Inc. for Project 14-3 Manhattan View Water Main Replacement. Motion duly made and seconded. After discussion, the motion carried unanimously.

Resolution 16-4-6D authorizing interlocal agreement between Highline and Midway Sewer District relating to Project 16-5 S 268th St Water and Sewer Main Replacements. Motion duly made and seconded. After discussion, the motion carried unanimously.

Resolution 16-4-6E accepting developer extension as complete (Blueberry Lane PUD). This resolution was accepted under the Consent Agenda.

6. STAFF/COMMISSIONERS/ATTORNEY

Matt Everett

6.1 Meter Technician Position – Matt discussed with the Board the need to hire a meter technician for the installation of MXUs and meters after the District changes from Sensus products to Badger. A resolution will be presented to the Board at a future meeting for approval to add the meter technician position.

John Milne

6.2 Open Public Meetings Act – Milne distributed and discussed with the Board Senate Bill 6171 which is an act relating to civil penalties for knowing attendance by a member of a governing body at a meeting held in violation of the open public meetings act; amending RCW 42.30.120; and prescribing penalties.

6.3 Public Records Act (PRA) – Milne commented on the recent 5-4 decision by the Washington State Supreme Court regarding the PRA request that the Seattle Times submitted for access to all of L&I's records related to lead exposure experienced by employees at Wade's Eastside Gun Shop. Based on the Supreme Court's analysis, courts in Washington State have broad discretion under the PRA to impose reasonable penalties on an agency for improperly withholding requested records.

7. EXECUTIVE SESSION - POTENTIAL LITIGATION Under RCW 42.30.110(1)(i)

City of Des Moines Utility Tax and Franchise

District staff requested an executive session to discuss potential litigation pursuant to RCW 42.30.110 (1)(i) relating to a possible City of Des Moines utility tax and franchise. On motion duly made, seconded and carried unanimously, an executive session was convened on that basis. The Commissioners, District staff and Milne then attended the executive session. Before convening the executive session at 9:40 a.m., Commissioner Koester advised the executive session would conclude at 9:55 a.m. At 9:55 a.m., the executive session was extended to 10:05, which was publicly announced. At 10:05 a.m., 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.



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8. EXECUTIVE SESSION – EMPLOYEE PERFORMANCE REVIEW UNDER RCW 42.30.110(1)(g)

Following discussion, Commissioner Johnson made a motion to convene an executive session to discuss the performance of the General Manager. Commissioner Landon seconded the motion, which carried unanimously. The Commissioners, the General Manager, and Milne then attended the executive session. Before convening the executive session at 10:20 a.m., Commissioner Koester advised the executive session would conclude at approximately 10:40 p.m. At 10:30 a.m., the General Manager was excused from the executive session. At 10:40 a.m., the executive session concluded and open public meeting reconvened.

The Commissioners then discussed their evaluation of the General Manager's performance with the General Manager. Commissioner Koester stated the Board was very pleased with the General Manager's overall performance, including the integrity and good judgment he demonstrated, his fiscal responsibility, his fair and respectful treatment of the District's customers and District staff, the demonstration of his management expertise, and his acceptance of responsibility for the management of the District.

The Commissioners also had questions about the General Manager's contract status. Everett advised his present contract would expire in approximately three years, if not renewed or extended. The Commissioners and the General Manager then discussed Everett's future plans of continued District employment.

There being no further business of the District, President Koester concluded the meeting at 10:50 a.m.

BOARD OF COMMISSIONERS



Vince Koester, President



Todd Fultz, Secretary



Daniel Johnson, Commissioner



George Landon, Commissioner



Kathleen Quong-Vermeire, Commissioner