



Highline Water District Regular Board Meeting Minutes October 19, 2016

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) Eric Frimodt, Inslee Best CONSULTANTS John Hendron, RH2 Engineering, Inc.	

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 amended to hold the executive session immediately after the public hearing. The motion carried unanimously.

3. CONSENT AGENDA

Motion duly made and seconded to approve the Consent Agenda as presented. The motion carried unanimously.

Minutes:	10/05/16 Regular Meeting				
WARRANTS					
Fund Name	Fund No.	Warrant Date	Vouchers	AMOUNT	
Maintenance	09-075-0010	10/20/16	20534 - 20597	\$ 183,213.49	
Construction	09-075-3030	10/20/16	901932 - 901935	\$ 75,771.35	
Description	Fund No.	Period Ending	EFT Transfer Date	AMOUNT	
Payroll Tax	09-075-0010	10/07/16	10/19/16	\$ 25,275.40	
Direct Deposit – Payroll	09-075-0010	10/07/16	10/14/16	\$ 65,411.36	
Dept of Retirement	09-075-0010	10/07/16	11/15/16	\$ 16,190.33	
Dept of Retirement - Deferred Compensation	09-075-0010	10/07/16	10/14/16	\$ 4,073.00	
Health Equity (KC-BEN96)	09-075-0010	10/07/16	10/14/16	\$ 256.96	
Health Equity (KC-BEN105)	09-075-0010	10/07/16	10/14/16	\$ 101.18	
HRA VEBA (KC-BEN60)	09-075-0010	10/07/16	10/14/16	\$ 5,387.34	
Dept of Licensing - Dyed Diesel Fuel Tax	09-075-0010	09/30/16	10/17/16	\$ 397.49	
CONSENT AGENDA RESOLUTIONS					
Item #	Resolution #	Description			
None					

3A. PUBLIC HEARING - PROPERTY ACQUISITION - RCW 57.08.005(1)

The purpose of the hearing was to hear public comment on the proposed adoption of a resolution authorizing condemnation of property.

President Koester opened the public hearing at 9:03 a.m. and asked if any members of the public wished to address the Board. There was no public comment on the proposed action. President Koester closed the public hearing at 9:04 a.m.

John Hendron, PE, RH2 Engineering, discussed the District’s need for a new pump station for redundancy for Pump Station No. 6. Discussion ensued. John and Jeremy took questions from the Board. The anticipated design process will be completed in 2017 and construction anticipated in 2018.



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3B. EXECUTIVE SESSION TO DISCUSS POTENTIAL LITIGATION REGARDING REAL PROPERTY ACQUISITION UNDER RCW 42.30.110(1)(b) and (i):

District staff requested an executive session to discuss potential litigation pursuant to RCW 42.30.110 (1)(b) and (i) relating to the acquisition of real property for the Pump Station No. 8 Project. On motion duly made, seconded and carried unanimously, an executive session was convened on that basis. The Commissioners, District staff, Frimodt and Hendron then attended the executive session. Before convening the executive session at 9:11 a.m., Commissioner Koester advised the executive session would last for 10 minutes. At 9:21 a.m., the executive session concluded and the open public meeting reconvened.

4. PUBLIC INPUT

No members of the public attended the meeting.

5. RESOLUTIONS

Resolution 16-10-19A authorizing and approving the acquisition by condemnation of certain interests in real property for use by the district relating to the new Pump Station No. 8 project. Motion duly made and seconded. After discussion, the motion carried unanimously.

Resolution 16-10-19B commending employee Polly Daigle for twenty five years of service. Motion duly made and seconded. After discussion, the motion carried unanimously.

Resolution 16-10-19C commending employee Paula Farnam for five years of service. Motion duly made and seconded. After discussion, the motion carried unanimously.

Resolution 16-10-19D authorizing design contract #16-60-20 with Gray & Osborne, Inc. for Project 17-1 2017 AC Water Main Replacements. Motion duly made and seconded. After discussion, the motion carried unanimously.

Motion 16-10-19(1) duly made and seconded authorizing a second and final leak credit adjustment to customer Eleanor Steel Hammer and waiving the requirement for private water line replacement as outlined in District policy HWDC Chapter 11.04 Billing and Collections, Section 11.04.120 Leak/Leak Adjustment. After discussion, the motion carried unanimously.

6. STAFF/COMMISSIONERS/ATTORNEY

Jeremy DelMar

6.1 Project 14-1 2016 Comprehensive Water System Plan - Jeremy and Matt will attend a meeting this afternoon regarding the King County Utilities Technical Review Committee's evaluation of the District's 2016 Comprehensive Plan.

Debbie Prior

6.2 3rd Quarter 2016 Financial Statements – Debbie will email the financial statements to the Commissioners this week for discussion at the 10/25/16 Board Workshop.

6.3 HCA Open Enrollment (11/1/16 – 11/30/16) – Debbie informed the Board that they should receive literature in the mail regarding health care and life insurance options.

6.4 Flu Shots – The shots will be administered at the District on Thursday, October 27th at 7:30 a.m.

Matt Everett

6.4 City of Normandy Park Franchise Agreement – Mark Hoppen, City Manager, has contacted Matt to discuss a franchise agreement with Highline.



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6. STAFF/COMMISSIONERS/ATTORNEY

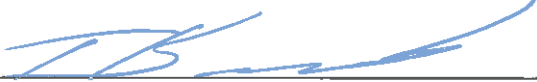
- 6.5 City of Burien – Tony Piasecki has been hired as the interim City Manager.
- 6.6 Headquarters Security Access Control Upgrade – Matt informed the Board that the ReadyKey Pro Access Control system is no longer supported and needs to be replaced. The District requested a proposal from Aronson Security Group from the State Contract #04814. A resolution will be presented to the Board for consideration at a future Board meeting.

There being no further business of the District, President Koester concluded the meeting at 9:52 a.m.

BOARD OF COMMISSIONERS



Vince Koester, President



Todd Fultz, Secretary



Daniel Johnson, Commissioner



George Landon, Commissioner



Kathleen Quong-Vermeire, Commissioner