



Highline Water District Regular Board Meeting Minutes June 20, 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	HWD ATTORNEY(S) John Milne, Insee Best CONSULTANTS PUBLIC	

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: June 6, 2018 Regular Meeting				
WARRANTS				
Fund Name	Fund No.	Warrant Date	Vouchers	AMOUNT
Maintenance	09-075-0010	06/21/18	22696 - 22757	\$ 1,033,588.53
Construction	09-075-3030	06/21/18	902115 - 902119	\$ 379,973.18
ELECTRONIC FUNDS TRANSFER				
Description	Fund No.	Period Ending	EFT Transfer Date	AMOUNT
Payroll Tax	09-075-0010	06/01/18	06/13/18	\$ 27,558.18
Direct Deposit – Payroll	09-075-0010	06/01/18	06/08/18	\$ 73,673.84
Dept of Retirement	09-075-0010	06/01/18	07/13/18	\$ 21,040.64
Dept of Retirement - Deferred Compensation	09-075-0010	06/01/18	06/08/18	\$ 3,947.50
Health Equity (KC-BEN96)	09-075-0010	06/01/18	06/08/18	\$ 267.94
Health Equity (KC-BEN105)	09-075-0010	06/01/18	06/08/18	\$ 121.91
HRA VEBA (KC-BEN60)	09-075-0010	06/01/18	06/08/18	\$ 6,157.74
Department of Revenue - B&O Tax	09-075-0010	05/31/18	06/25/18	\$ 78,556.33
CONSENT AGENDA RESOLUTIONS				
Item #	Resolution #	Description		
None				

4. PUBLIC INPUT

No members of the public attended the meeting.

5. RESOLUTIONS/MOTIONS

No resolutions or motions were presented at the meeting.



**Highline Water District
Regular Board Meeting Minutes
June 20, 2018**

6. STAFF/COMMISSIONERS/ATTORNEY

Jeremy DelMar

6.1 Main Break @ S 214th & 3rd Ave S – The District experienced a main break Tuesday morning (6/12/18) at approximately S 214th St & 3rd Ave S. The 6" AC main was installed in 1958. To date the District received applications for 6 damage claims. The adjuster from Enduris was on site at 10:00 am to assess the damage. Jeremy recommended to the Board for the District to declare an emergency and retain a contractor to abandon the existing AC main and replace with ductile iron pipe. The Board agreed that a declaration of emergency was in order and authorized and directed staff to prepare such a resolution for consideration by the Board for adoption at the 6/26/18 Board Workshop.

Debbie Prior

6.2 Records Management Project - The District was not selected to receive the first of three grants available through the Washington State Archives' Local Records Grant Program (RCW 40.14.026). The second round begins in July.

6.3 Records Management Training – Debbie and Paula attended training at Puget Sound Archives in Bellevue on 6/19/18. The training was an introduction to the 10 Leading Practices for Effective Records Management in accordance with RCW Chapter 40.14. Debbie informed the Board that if the District spends over \$100,000 per year on public records requests, the District would be required to submit a report.

Matt Everett

6.4 Enduris Board of Directors Election – The Board authorized the General Manager, on behalf of the District, to vote for the two incumbents that are running unopposed for Position(s) 2 and 5.

6.5 Federal Way Excise Tax Lawsuit – The District received a public records request from the City of Federal Way. The District is working with legal counsel to address the public records request. Matt will keep the Board apprised of the upcoming court proceedings.

There being no further business of the District, President Johnson concluded the meeting at 9:38 a.m.

BOARD OF COMMISSIONERS



Daniel Johnson, President



Kathleen Quong-Vermeire, Secretary



Todd Fultz, Commissioner



Vince Koester, Commissioner



George Landon, Commissioner