



Highline Water District Regular Board Meeting Minutes December 19, 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	CONSULTANTS HWD ATTORNEY(S) John Milne, Inslee Best

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:	December 5, 2018				
WARRANTS					
Fund Name	Fund No.	Warrant Date	Vouchers	AMOUNT	
Maintenance	09-075-0010	12/14/18	302609 - 302612	\$ 5,476.26	
Maintenance	09-075-0010	12/20/18	23310 - 23364	\$ 440,096.49	
Construction	09-075-3030	12/20/18	902178 - 902181	\$ 73,608.63	
ELECTRONIC FUNDS TRANSFER					
Description	Fund No.	Period Ending	EFT Transfer Date	AMOUNT	
Payroll Tax	09-075-0010	11/30/18	12/19/18	\$ 11,670.07	
Dept of Retirement	09-075-0010	11/30/18	12/14/18	\$ 309.43	
Direct Deposit – Payroll	09-075-0010	11/30/18	12/14/18	\$ 19,599.34	
Payroll Tax	09-075-0010	12/14/18	12/26/18	\$ 25,209.03	
Direct Deposit – Payroll	09-075-0010	12/14/18	12/21/18	\$ 72,450.80	
Dept of Retirement	09-075-0010	12/14/18	01/15/19	\$ 21,092.42	
Dept of Retirement - Deferred Compensation	09-075-0010	12/14/18	12/21/18	\$ 3,447.50	
Health Equity (KC-BEN96)	09-075-0010	12/14/18	12/21/18	\$ 267.94	
Health Equity (KC-BEN105)	09-075-0010	12/14/18	12/21/18	\$ 121.91	
HRA VEBA (KC-BEN60)	09-075-0010	12/14/18	12/21/18	\$ 5,796.32	
CONSENT AGENDA RESOLUTIONS					
Item #	Resolution #	Description			
None					

4. PUBLIC INPUT

No members of the public attended the meeting.

5. RESOLUTIONS/MOTIONS

Resolution 18-12-19A adopting the 2019 Operating Budget. Motion duly made and seconded. After discussion, the motion carried unanimously.

Resolution 18-12-19B adopting the 2019 Capital Improvement Program. Motion duly made and seconded. After discussion, the motion carried unanimously.



Highline Water District Regular Board Meeting Minutes December 19, 2018

5. RESOLUTIONS/MOTIONS

Resolution 18-12-19C adopting the 2019 Goals & Objectives. Motion duly made and seconded. After discussion, the motion carried unanimously.

Resolution 18-12-19D accepting the terms and conditions of City of Kent Ordinance No. 4299 authorizing a non-exclusive franchise to construct, maintain, operate, replace, and repair a water system within public rights-of-way of the City of Kent, Washington. Motion duly made and seconded. After discussion, the motion carried unanimously.

Resolution 18-12-19E authorizing developer extension agreement (Country Inn and Suites (CIS)). Motion duly made and seconded. After discussion, the motion carried unanimously.

Motion 18-12-19(1) duly made and seconded to authorize increase in rates and charges (2019-2020) by the District's legal counsel (Inslee, Best, Doezie & Ryder, P.S.), as referenced in Item 6.4 and incorporated herein. After discussion, the motion carried unanimously.

Motion 18-12-19(2) duly made and seconded to authorize Change Order No. 1 in the amount of \$8,673.09 plus tax to Chet's Roofing (Contract #18-50-36) for additional work required by the City of Des Moines. After discussion, the motion carried unanimously. Reference Item 6.5.

Motion 18-12-19(3) duly made and seconded authorizing payment of \$1,000.00 to King County Special Purpose Districts Growth Management Planning Council (GMPC) for participation of the 2019-2020 staffing services. After discussion, the motion carried unanimously. Reference Item 6.7.

6. STAFF/COMMISSIONERS/ATTORNEY

John Milne

6.1 King County Appeal of Right-of-Way Rental Fee Ruling – Milne updated the Board and staff on the status of the appeal.

6.2 Federal Way Excise Tax – On behalf of Highline, Midway Sewer, and Lakehaven, an appeal of the ruling in favor of the City of Federal Way was filed to the Supreme Court for direct review. Milne will send a brief within the next two weeks.

6.3 Potential City of Burien Utility Tax – On 12/12/18 Matt, Jeremy, and Milne met with other water and sewer districts located in the City of Burien to discuss their options if the City moves forward to either impose a utility tax or negotiate franchise agreements with the respective Districts. Highline will meet with City officials in 2019 to negotiate a franchise agreement favorable to all parties.

6.4 Inslee, Best, Doezie & Ryder, P.S. Fee and Rate Proposal for Legal Services in 2019-2020
John Milne submitted a memo dated 12/13/18 to the General Manager and Board of Commissioners with the following proposal to increase Rates & Charges for Legal Services effective January 1, 2019 through December 31, 2020.

On behalf of Inslee, Best Doezie & Ryder, P.S., Milne respectfully requested the Board approve the following rates and charges commencing January 1, 2019:

1. Senior Municipal Group Partners - **\$325** per hour.
2. Junior Municipal Group Partners - **\$310** per hour.
3. Associates – regular hourly rates.
4. Non Municipal Group Partners – 10% less than regular hourly rates rounded to the next lowest \$5.00 increment.

Action Taken: Reference Motion 18-12-19(1)



**Highline Water District
Regular Board Meeting Minutes
December 19, 2018**

6. STAFF/COMMISSIONERS/ATTORNEY

Jeremy DelMar

- 6.5 Des Moines Treatment Plant Roof Replacement – Jeremy requested the Board approve a change order for additional work required by the City of Des Moines because the original sheeting was installed incorrectly when the building was constructed in the 1980s. The proposal from Chet's Roofing to install new sheeting was \$8,673.09 plus tax. The final contract amount is \$21,860.40. Action Taken: Reference Motion 18-12-19(2).

Debbie Prior

- 6.6 2019 Mileage Rate - The maximum state mileage rate reimbursement will be fifty-eight cents per mile effective January 1 to December 31, 2019.

Matt Everett

- 6.7 King County Special Purpose Districts 2019-2020 Staffing Services – Matt asked the Board if they wanted to contribute to the staffing services for the Growth Management Planning Council. The Board agreed for the District to contribute \$1,000.00. Action taken: Reference Item No. 5, Motion 18-12-19(3).

- 6.8 HWD/Tukwila Intertie Agreement and Invoice for Water Delivered – The District sent a letter with invoice on 12/17/18 to the City of Tukwila regarding water consumption through the intertie.

There being no further business of the District, President Johnson concluded the meeting at 9:54 a.m.

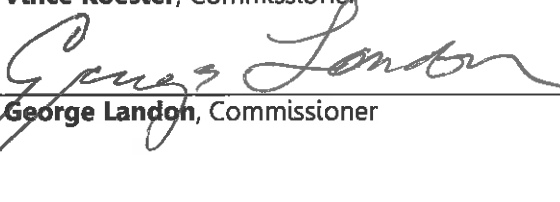
BOARD OF COMMISSIONERS


Daniel Johnson, President


Kathleen Quong-Vermeire, Secretary


Todd Fultz, Commissioner


Vince Koester, Commissioner


George Landon, Commissioner