



Highline Water District Regular Board Meeting Minutes October 16, 2019

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 GUESTS	

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.

MINUTES: October 2, 2019				
WARRANTS				
Fund Name	Fund No.	Warrant Date	Vouchers	AMOUNT
Maintenance	09-075-0010	10/17/19	24350 - 24401	\$ 687,731.63
Construction	09-075-3030	10/17/19	902281 - 902289	\$ 930,350.96
ELECTRONIC FUNDS TRANSFER				
Description	Fund No.	Period Ending	EFT Transfer Date	AMOUNT
Payroll Tax	09-075-0010	10/04/19	10/16/19	\$ 29,189.07
Direct Deposit – Payroll	09-075-0010	10/04/19	10/11/19	\$ 80,558.20
Dept of Retirement	09-075-0010	10/04/19	10/15/19	\$ 24,006.07
Dept of Retirement - Deferred Compensation	09-075-0010	10/04/19	10/11/19	\$ 4,061.00
Health Equity (KC-BEN96)	09-075-0010	10/04/19	10/11/19	\$ 274.99
Health Equity (KC-BEN105)	09-075-0010	10/04/19	10/11/19	\$ 128.82
Health Equity (KC-GEN238)	09-075-0010	10/04/19	10/11/19	\$ 37.21
HRA VEBA (KC-BEN60)	09-075-0010	10/04/19	10/11/19	\$ 4,995.39
Dept of Licensing–Dyed Diesel Fuel User Tax	09-075-0010	09/30/19	10/04/19	\$ 339.50
Dept of Labor & Industries	09-075-0010	09/30/19	10/25/19	\$ 9,673.05
CONSENT AGENDA RESOLUTIONS				
Item #	Resolution #	Description		
None				

4. PUBLIC INPUT

No members of the public attended the meeting.



Highline Water District Regular Board Meeting Minutes October 16, 2019

5. RESOLUTIONS/MOTIONS

Resolution 19-10-16A amending Highline Water District Code (HWDC) Chapter 6.04 Rates, Section 6.04.050 Real Property/Communication Site Lease Rates, Table 12 and further authorizes staff to make annual adjustments. Motion duly made and seconded. After discussion, the motion carried unanimously.

Resolution 19-10-16B amending Highline Water District Code (HWDC) Chapter 2.08 Administrative Personnel, Section 2.08.018 Legal Document Service. Motion duly made and seconded. After discussion, the motion carried unanimously.

Resolution 19-10-16C authorizing the District to grant a Temporary Construction Easement (Short Term General Construction) to Central Puget Sound Regional Transit Authority ("Grantee") relating to a portion of the Federal Way Link Extension. Motion duly made and seconded. After discussion, the motion carried unanimously.

Motion 19-10-16(1) duly made and seconded to authorize the General Manager to vote for Robert Fulton, Vince Koester, Tom McGrath, John Thompson and Mike West to represent the Retrospective Rating Program Committee. After discussion, the motion carried unanimously.

6. OTHER

Jeremy DelMar

- 6.1 Tukwila Intertie – The City of Tukwila's insurance company denied the District's claim for the water the District provided to the City through the intertie. This matter will be discussed further at the 10/29/19 Special Board meeting.
- 6.2 Project 19-3 KDM/PHS and 9th Pl S Water Main Replacements – Reed Trucking & Excavating, Inc. filed a claim against the District for additional compensation. The District denied the claim.
- 6.3 Public Hearing – A public hearing for a proposed Site Use and License Agreement with Clear Wireless LLC (McMicken tank site) will be held at the 10/29/19 Special Board Meeting.
- 6.4 Customer Damage Claim – A District worker was performing maintenance on a fire hydrant at SW 178th St & Normandy Terrace and was unable to shut off the foot valve resulting in water damage to a homeowner's property. The customer's claim has been submitted to Enduris.

Debbie Prior

- 6.5 State Audit - The audit is in progress. Commissioner Johnson volunteered to meet with the auditor for the Risk Assessment Inquiry. Debbie will provide the Commissioners with a copy of the engagement letter from the auditor.
- 6.6 Surplus Items – A resolution to authorize the surplus of office equipment, tools and vehicles will be presented to the Board for their consideration at the 10/29/19 Special Board meeting.
- 6.7 3rd Quarter 2019 Financial Statements – Debbie will email the financial statements to the Commissioners for discussion at the 10/29/19 Special Board meeting.



**Highline Water District
Regular Board Meeting Minutes
October 16, 2019**

6. OTHER

Matt Everett

- 6.8 Federal Way Excise Tax Lawsuit – The Washington State Supreme Court will take under review the case on January 16, 2020.
- 6.9 City of Burien Franchise Negotiations – The City of Burien Council discussed at its 10/7/19 meeting a potential 6% utility tax to water and sewer utilities. The District opposes a utility tax.

There being no further business of the District, President Quong-Vermeire concluded the meeting at 9:32 a.m.

BOARD OF COMMISSIONERS



Kathleen Quong-Vermeire, President



Vince Koester, Secretary



Todd Fultz, Commissioner



Daniel Johnson, Commissioner



George Landon, Commissioner