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, Jaslee Best

CONSULTANTS

1. CALL TO ORDER
Secretary 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: November 28, 2017 Workshop

<table>
<thead>
<tr>
<th>Warrants</th>
<th>Fund Name</th>
<th>Fund No.</th>
<th>Warrant Date</th>
<th>Vouchers</th>
<th>AMOUNT</th>
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<td></td>
<td>Maintenance</td>
<td>09-075-0010</td>
<td>12/07/17</td>
<td>22019 - 22041</td>
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<td>Construction</td>
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<td>12/07/17</td>
<td>902057 - 902061</td>
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<td>Maintenance - Payroll</td>
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<td>12/01/17</td>
<td>302584 - 302586</td>
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<th>Electronic Funds Transfers</th>
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<th>EFT Transfer Date</th>
<th>Total Amount</th>
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<td>Payroll Tax</td>
<td>09-075-0010</td>
<td>11/24/17</td>
<td>12/06/17</td>
<td>$ 12,818.45</td>
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<td>Payroll Tax</td>
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<td>12/01/17</td>
<td>12/13/17</td>
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<td>12/08/17</td>
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<td>HRA Veba (KC-BEN60)</td>
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4. PUBLIC INPUT
No members of the public attended the meeting.
5. RESOLUTIONS/MOTIONS
Motion 17-12-6(1) duly made and seconded authorizing the General Manager to send a letter of intent to the City of SeaTac to discuss a potential franchise agreement with Highline to address utility work in the right-of-way. After discussion, the motion carried unanimously.

6. DRAFT 2018 CAPITAL IMPROVEMENT PROGRAM (CIP)
Jeremy presented the 2018 CIP to the Board and described each project and status. Discussion ensued. The formal adoption will be presented to the Board at the 12/20/17 Board meeting.

7. DRAFT 2018 GOALS & OBJECTIVES
Most of the 2018 Goals & Objectives are the same as the previous year. A few of the changes for 2018 are as follows: • Replace fire hydrants as needed; • Maintain Radio Read System; Replace approximately 5,500 meters and boxes annually (four-year cycle); • Replace roof of District headquarters building; • Seal coat and stripe parking lot at District headquarters; • Replace roof at Des Moines Treatment Plant; • Repair McMicken Heights Well; • Rebuild/Maintain PRV stations per manufacturer’s recommendations (based on installation date); • Provide training from G.C. Systems on a quarterly basis; • Replace Remote Telemetry Units – Phase 1 for District SCADA system at remote facilities.
The formal adoption of the 2018 Goals & Objectives will be presented to the Board at the 12/20/17 Board Meeting.

8. STAFF/COMMISSIONERS/ATTORNEY
Jeremy DelMar
8.1 11/29/17 City of SeaTac Standards Development Stakeholders Meeting – Jeremy attended the meeting last week. The City has concerns about water main abandonment and right-of-way issues and would like to discuss a potential franchise agreement with the District to address utility work in the right-of-way. Reference Item 5, Motion 17-12-6(1).

Matt Everett
8.2 Unincorporated King County Rental/Charge Tax Fee – Matt received a letter from a customer in the Star Lake area thanking the District for informing the residents that would be impacted by the ordinance. The customer was opposed to the ordinance and planned to contact members of the King County Council.

8.3 Operations Supervisor Position – Matt informed the Board that Mike Becker (30-year employee) has submitted his retirement notice. Mike’s last day is 12/29/17.
There being no further business of the District, Secretary Johnson concluded the meeting at 10:18 a.m.

BOARD OF COMMISSIONERS

Todd Fultz, President

Daniel Johnson, Secretary

Vince Koester, Commissioner

George Landon, Commissioner

Kathleen Quong-Vermelre, Commissioner