



**HIGHLINE WATER DISTRICT  
King County, Washington**

**BOARD WORKSHOP MEETING AGENDA  
1/23/2018 @ 9:00 AM  
23828 30th Ave. S., Kent, WA 98032**

- 1. CALL TO ORDER** **President Johnson**
- 2. APPROVE AGENDA** **President Johnson**
- 3. CONSENT AGENDA** **President Johnson**

Consent Agenda Items are considered to be routine and non-controversial and are generally approved as a group with one motion. Any Commissioner may remove any item from the Consent Agenda for separate discussion and action. Vouchers audited and certified by the auditing officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.080 have been recorded on a listing, which was made available to the Board of Commissioners.

<b>Minutes:</b>	January 17, 2018 Regular Meeting			
WARRANTS				
Fund Name	Fund No.	Warrant Date	Vouchers	AMOUNT
Maintenance	09-075-0010	01/25/18	22190 - 22223	\$ 66,803.09
Construction	09-075-3030	01/25/18	902074 - 902076	\$ 127,210.86
Maintenance - Payroll	09-075-0010	01/19/18	302588 - 302588	\$ 457.84
ELECTRONIC FUNDS TRANSFER				
Description	Fund No.	Period Ending	EFT Transfer Date	AMOUNT
Payroll Tax	09-075-0010	01/12/18	01/24/18	\$ 24,753.31
Direct Deposit – Payroll	09-075-0010	01/12/18	01/19/18	\$ 65,093.29
Dept of Retirement	09-075-0010	01/12/18	02/15/18	\$ 19,118.55
Dept of Retirement - Deferred Compensation	09-075-0010	01/12/18	01/19/18	\$ 3,385.00
Health Equity (KC-BEN96)	09-075-0010	01/12/18	01/19/18	\$ 270.00
Health Equity (KC-BEN105)	09-075-0010	01/12/18	01/19/18	\$ 121.91
HRA VEBA (KC-BEN60)	09-075-0010	01/12/18	01/19/18	\$ 5,855.42
Dept of Revenue - B&O Tax	09-075-0010	12/31/17	01/26/18	\$ 48,566.10
Dept of Licensing - Dyed Diesel Fuel Tax	09-075-0010	12/31/17	01/12/18	\$ 332.10
CONSENT AGENDA RESOLUTIONS				
Item #	Resolution #	Description		
None				

- 3A. RECORDS MANAGEMENT PRESENTATION BY CRE8, INC.** George Dunn, President  
Darlene Curtice, Sr. Records Consultant

**4. PUBLIC INPUT**

**5. RESOLUTIONS/MOTIONS**

Item #	Resolution or Motion #	Description	Presenter
5.1	18-1-23A	Resolution authorizing Agreement for Consulting Services #18-60-02 with CRE8, Inc. for Phase 1 – ECM Technology Planning and Records Management Program	Debbie Prior

**6. OTHER**