Highline Water District  
Board Workshop Meeting Minutes  
April 24, 2018

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 Fassos, Project Coordinator, CIPs  
HWD ATTORNEY(S): John Milne, Inslee 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: April 18, 2018 Regular Board Meeting

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<th>WARRANTS</th>
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<tr>
<td>Fund Name</td>
<td>Fund No.</td>
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<tr>
<td>Maintenance</td>
<td>09-075-0010</td>
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<tr>
<td>Construction</td>
<td>09-075-3030</td>
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<td>Construction</td>
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4. PUBLIC INPUT  
No members of the public attended the meeting.

5. RESOLUTIONS  
Resolution 18-4-24A authorizing the District to actively participate in the Regional Hazard Mitigation Plan of King County. Motion duly made and seconded. After discussion, the motion carried unanimously.

Motion 18-4-24(1) motion duly made and seconded to authorize refund of General Facility Charge (GFC) to the property owner (Brink Kent LLC), less the District’s cost for crews to remove the service. After discussion the motion carried unanimously. Reference Item 6.

6. REQUEST FOR REFUND OF SERVICE INSTALLATION (S 260TH ST & PACIFIC HWY S)  
Property owner (Brink Kent LLC) requested a refund of the General Facility Charge (GFC) after determining the service that was installed was not needed. After discussion, the Board agreed to refund the GFC less the District’s cost to remove the service. Reference Item 5, Motion 18-4-24(1).

7. CITY OF KENT FRANCHISE UPDATE  
The District reached a verbal (red-lined) agreement with the City of Kent. The City needs to complete the drawings and upon approval of the franchise agreement by the City Council, the District has 30 days to accept and execute the agreement.
8. OTHER

Matt Everett
8.1 General Manager Performance Review/Employment Agreement Extension Request – Matt requested the Board to consider a final 4-year extension of his employment agreement, to expire at the end of 2022. The Board has until the final Board meeting in June 2018 to extend, not renew or renegotiate the Employment Agreement. An executive session for the performance review will be scheduled in May.

Jeremy DelMar
8.2 HWD HQ Roof Evaluation & Replacement – The District is working with Page & Beard Architects to develop a scope of work to evaluate the current condition of the metal roof and provide recommendations and contract documents for replacement. District staff will present a resolution for Board consideration at the 5/2/18 meeting to authorize an agreement with Page & Beard Architects.

9. EXECUTIVE SESSION-PENDING LITIGATION RCW 42.30.110(1)(l)
(CITY OF FEDERAL WAY EXCISE TAX AND KING COUNTY FRANCHISE RENTAL FEE)
District staff requested an executive session to discuss with counsel, litigation regarding the City of Federal Way Excise Tax and King County Franchise Rental Fee. On motion duly made, seconded, and carried unanimously, President Johnson convened an executive session at 9:35 a.m. for that purpose and advised that the executive session would conclude at approximately 9:50 a.m. Everett, Prior, DelMar, Milne and Commissioners’ Fultz, Johnson, Koester, Landon and Quong-Vermeire then attended the executive session. At 9:50 a.m., the executive session was extended five minutes to 9:55 a.m., which was publicly announced. At 9:55 a.m., the executive session concluded and open public meeting reconvened. No action taken.

There being no further business of the District, President Johnson concluded the meeting at 9:56 a.m.

BOARD OF COMMISSIONERS

Daniel Johnson, President
Kathleen Quong-Vermeire, Secretary
Todd Fultz, Commissioner
Vince Koester, Commissioner
George Landon, Commissioner