



Highline Water District Regular Board Meeting Minutes June 7, 2017

ATTENDEES			(Strikeouts indicate absence)
COMMISSIONERS	HWD STAFF	HWD ATTORNEY(S)	
Todd Fultz	Matt Everett, General Manager	John Milne, Inslee Best	
Daniel Johnson	Jeremy DelMar, Engr./Operations Mgr.	CONSULTANTS	
Vince Koester	Debra Prior, Administrative Manager		
George Landon	Mary Fossos, Project Coordinator, CIPs		
Kathleen Quong-Vermeire			

1. CALL TO ORDER

President Fultz 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:	May 23, 2017 Regular Meeting			
WARRANTS				
Fund Name	Fund No.	Warrant Date	Vouchers	AMOUNT
Maintenance	09-075-0010	06/08/17	21362 - 21403	\$ 71,124.90
Construction	09-075-3030	06/08/17	902003 - 902004	\$ 23,856.92
ELECTRONIC FUNDS TRANSFERS				
Description	Fund No.	Period Ending	EFT Transfer Date	AMOUNT
Payroll Tax	09-075-0010	05/19/17	05/31/17	\$ 27,495.37
Payroll Tax	09-075-0010	06/02/17	06/14/17	\$ 28,029.96
Direct Deposit – Payroll	09-075-0010	05/19/17	05/26/17	\$ 65,050.06
Direct Deposit – Payroll	09-075-0010	06/02/17	06/09/17	\$ 67,421.81
Dept of Retirement	09-075-0010	05/19/17	06/15/17	\$ 16,918.26
Dept of Retirement	09-075-0010	06/02/17	07/14/17	\$ 17,040.33
Dept of Retirement - Deferred Compensation	09-075-0010	05/19/17	05/26/17	\$ 4,184.00
Dept of Retirement - Deferred Compensation	09-075-0010	06/02/17	06/09/17	\$ 4,184.00
Health Equity (KC-BEN96)	09-075-0010	05/19/17	05/26/17	\$ 264.58
Health Equity (KC-BEN96)	09-075-0010	06/02/17	06/09/17	\$ 264.58
Health Equity (KC-BEN105)	09-075-0010	05/19/17	05/26/17	\$ 111.08
Health Equity (KC-BEN105)	09-075-0010	06/02/17	06/09/17	\$ 111.08
HRA VEBA (KC-BEN60)	09-075-0010	05/19/17	05/26/17	\$ 5,637.10
HRA VEBA (KC-BEN60)	09-075-0010	06/02/17	06/09/17	\$ 5,637.10
Division of Child Support	09-075-0010	05/19/17	05/26/17	\$ 253.59
Division of Child Support	09-075-0010	06/02/17	06/09/17	\$ 253.59
CONSENT AGENDA RESOLUTIONS				
Item #	Resolution #	Description		
None				



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4. PUBLIC INPUT

No members of the public attended the meeting.

5. RESOLUTIONS/MOTIONS

Resolution 17-6-7A approving relinquishment of easement (King County Recording No. 20110325000368). Motion duly made and seconded. After discussion, the motion carried unanimously.

Resolution 17-6-7B awarding construction contract 17-70-19 to Kar-Vel Construction, Inc. for Project 17-1 2017 Water System Improvements. Motion duly made and seconded. After discussion, the motion carried unanimously.

6. STAFF/COMMISSIONERS/ATTORNEY

Debbie Prior

6.1 2016 Annual Report to State Auditor – The annual financial report was sent to the State Auditor's Office. Clifton Larsen Associates was hired to review the financial statements and assist with the report.

Jeremy DelMar

6.2 Project 17-1 2017 Water System Improvements – Jeremy is working with Gray & Osborne, Inc. on the scope of work for Construction Management Services. A resolution to authorize a contract with Gray & Osborne will be presented at the 6/21/17 Board meeting.

6.3 SCADA System Upgrade – A request for proposals was advertised in the Daily Journal of Commerce on 5/9/17 and 5/16/17 for the Water System SCADA Improvements. The District received one proposal. A resolution to authorize a contract with S & B, Inc. will be presented at a future Board meeting.

Matt Everett

6.4 6-1-17 Seattle Operating Board Meeting Update – Matt attended the meeting last week in North Bend. The conservation goals agreed to were to allocate more funding for education and less funding for rebates. The City of Seattle will collect the same amount for connection charges for the next five years and any excess will be applied to rates.

6.5 Purchasing Limits for Managers/Supervisors – Matt stated that due to inflation there was a need to increase the current purchasing limits for the Engineering/Operations Manager and Administrative Manager from \$2,000 to \$5,000 and for the supervisors from \$500 to \$1000. The Board was in agreement to increase the purchasing limits. A resolution to authorize increasing the purchasing limits will be presented at the 6/21/17 Board meeting.

Vince Koester

6.6 WASWD Finance Committee Meeting – Vince attended the meeting and had concerns regarding a proposed 2.5% increase in membership dues.



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There being no further business of the District, President Fultz concluded the meeting at 9:49 a.m.

BOARD OF COMMISSIONERS



Todd Fultz, President



Daniel Johnson, Secretary



Vince Koester, Commissioner



George Landon, Commissioner



Kathleen Quong-Vermeire, Commissioner