



Highline Water District Regular Board Meeting Minutes September 20, 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:	September 6, 2017 Regular Meeting			
WARRANTS				
Fund Name	Fund No.	Warrant Date	Vouchers	AMOUNT
Maintenance	09-075-0010	09/21/17	21732 - 21796	\$ 1,065,526.98
Construction	09-075-3030	09/21/17	902032 - 902038	\$ 397,644.92
ELECTRONIC FUNDS TRANSFERS				
Description	Fund No.	Period Ending	EFT Transfer Date	AMOUNT
Payroll Tax	09-075-0010	08/25/17	09/20/17	\$ 28,040.33
Direct Deposit – Payroll	09-075-0010	08/25/17	09/15/17	\$ 65,397.48
Dept of Retirement	09-075-0010	08/25/17	10/13/17	\$ 20,010.60
Dept of Retirement - Deferred Compensation	09-075-0010	08/25/17	09/15/17	\$ 4,184.00
Health Equity (KC-BEN96)	09-075-0010	08/25/17	09/15/17	\$ 264.58
Health Equity (KC-BEN105)	09-075-0010	08/25/17	09/15/17	\$ 111.08
HRA VEBA (KC-BEN60)	09-075-0010	08/25/17	09/15/17	\$ 5,637.10
Dept of Revenue - B&O Tax	09-075-0010	08/30/17	09/26/17	\$ 72,643.66
CONSENT AGENDA RESOLUTIONS				
Item #	Resolution #	Description		
None				

4. PUBLIC INPUT

No members of the public attended the meeting.



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5. RESOLUTIONS/MOTIONS

Resolution 17-9-20A accepting as complete Contract 16-70-13 with SCI Infrastructure for Project 16-5 S 268th St Water Main Replacement. Motion duly made and seconded. After discussion, the motion carried unanimously.

Resolution 17-9-20B authorizing Consulting Services Agreement #17-60-34 with Stantec Consulting Services, Inc. for Phase 2 of Project 16-4 Mansion Hill Transmission Main Replacement and Piping Improvements. Motion duly made and seconded. After discussion, the motion carried unanimously.

Resolution 17-9-20C authorizing developer extension agreement (DMCBP IV). Motion duly made and seconded. After discussion, the motion carried unanimously.

Resolution 17-9-20D commending employee (Jon Seibel) for 10 years of service. Motion duly made and seconded. After discussion, the motion carried unanimously.

Motion 17-9-20(1) - "Pursuant to HWD Personnel Manual, Chapter 3.05 Employee Benefits, Section 3.05.020(12) Vacations and Chapter 3.03 Pay Practices, Section 3.03.060 Unused Sick Leave, the Board of Commissioners authorizes management to set up a methods to allow employees to convert up to a combined 40 hours of accrued vacation and/or sick time into a cash donation for Victims of Hurricane Harvey or Irma through the following charities: (1) American Red Cross; (2) United Way; (3) Salvation Army; or (4) Humane Society of the United States.

Employee Method 1 Option

Under the rules of IR-2017-143 or 154, the donation would not be counted as wages, therefore, the employee would not pay taxes. The employee would not be able to claim the donation as a deduction on their 2017 federal income taxes per IRS rules.

Employee Method 2 Option

The employee may choose to count the donation as wages and therefore pay taxes and possibly claim as a deduction on their 2017 federal income taxes.

The HWD expiration date to participate in this one-time donation is October 20, 2017.

In no way is an employee to be coerced to participate in this one-time only deviation of HWD Personnel Manual, Chapter 3.03 Pay Practices, Section 3.03.060 and Chapter 3.05 Employee Benefits, Section 3.05.020(12) Vacations."

Motion duly made and seconded. After discussion, the motion carried unanimously.

Motion 17-9-20(2) authorizing a leak adjustment credit for Seth & Heather Emtage. Motion duly made and seconded. After discussion, the motion carried unanimously. Reference Item 6.3.



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6. STAFF/COMMISSIONERS/ATTORNEY

Debbie Prior

- 6.1 WASWD Fall Conference – Debbie distributed travel advance checks to Commissioners' Fultz and Johnson for the conference.

Jeremy Delmar

- 6.2 9/15/17 Main Break @ S 264th Pl & 20th Ave S (Woodmont area) – District crews responded to a 6" AC main break early Friday morning. One property owner had water in their crawl space.

Matt Everett

- 6.3 Leak Adjustment Request (Seth & Heather Emtage) – The District received a request from the homeowners for a leak adjustment on their water bill. The homeowners were out of town when their hot water tank ruptured. The District's policy (HWDC 11.04.120 – Leak/Leak Adjustment) does not allow leak credits for interior plumbing. Matt asked the Board if they would authorize an exception to the policy and allow a leak adjustment credit for approximately \$300.00. Action Taken: Reference Motion 17-9-20(2).

7. EXECUTIVE SESSION – POTENTIAL LITIGATION UNDER RCW 42.30.110(1)(i)

City of Kent Utility Tax and Franchise Agreement

District staff requested an executive session to discuss with counsel potential litigation relating to the City of Kent's proposal the District now enter into a franchise agreement with the City for authorization to locate District facilities within the City's rights-of-way. On motion made, seconded, and carried unanimously, President Fultz convened an executive session at 9:20 a.m. for that purpose and advised that the executive session would conclude at approximately 9:40 a.m. Everett, Prior, DelMar, Milne and Commissioners' Fultz, Johnson, Landon and Koester then attended the executive session. At 9:40 a.m., the executive session was extended ten minutes to 9:50 a.m., which was publicly announced. At 9:50 a.m., the executive session concluded and open public meeting reconvened.

Action Taken: Following discussion, the Board authorized District staff to provide comments to City of Kent staff on the proposed franchise the City previously provided to the District.



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

BOARD OF COMMISSIONERS



Todd Fultz, President



Daniel Johnson, Secretary



Vince Koester, Commissioner



George Landon, Commissioner

Kathleen Quong-Vermeire, Commissioner