



Highline Water District Regular Board Meeting Minutes October 4, 2017

ATTENDEES			(Strikeouts indicate absence)
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, Inslee Best CONSULTANTS	

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 26, 2017 Workshop			
WARRANTS				
Fund Name	Fund No.	Warrant Date	Vouchers	AMOUNT
Maintenance	09-075-0010	10/05/17	21814 - 21832	\$ 53,409.73
Construction	09-075-3030	10/05/17	902040 - 902040	\$ 48.00
ELECTRONIC FUNDS TRANSFERS				
Description	Fund No.	Period Ending	EFT Transfer Date	Total Amount
Payroll Tax	09-075-0010	09/22/17	10/04/17	\$ 28,139.04
Direct Deposit -- Payroll	09-075-0010	09/22/17	09/29/17	\$ 69,433.81
Dept of Retirement	09-075-0010	09/22/17	10/13/17	\$ 19,563.44
Dept of Labor & Industries -Tax	09-075-0010	09/30/17	10/30/17	\$ 13,574.52
CONSENT AGENDA RESOLUTIONS				
Item #	Resolution #	Description		
None				

4. PUBLIC INPUT

No members of the public attended the meeting.

5. RESOLUTIONS/MOTIONS

Resolution 17-10-4A amending Highline Water District Code (HWDC) Chapter 6.04 Rates, Section 6.04.050 Real Property/Communication Site Lease Rates, Table 12; HWDC Chapter 7.02 Real Property Communication Leases, Section 7.02.060 Lease Agreement/Board Approval and Section 7.02.080 Renewal; and further authorizes staff to make annual adjustments. Motion duly made and seconded. After discussion, the motion carried unanimously.

Resolution 17-10-4B commending employee (Mary Fossos) for 25 years of service. Motion duly made and seconded. After discussion, the motion carried unanimously.



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5. RESOLUTIONS/MOTIONS

Resolution 17-10-4C commending employee (Mike Evans) for 20 years of service. Motion duly made and seconded. After discussion, the motion carried unanimously.

Motion 17-10-4(1) selecting the following five candidates for consideration to serve as representatives of the Retrospective Rating Program Committee: John Thompson, Vince Koester, Mike West, Jeannie Screws, Tom McGrath. Motion duly made and seconded. After discussion, the motion carried unanimously. Reference Item No. 6.5.

6. STAFF/COMMISSIONERS/ATTORNEY

Jeremy DelMar

6.1 Hidden Valley Landslide – The property owners stabilized the hillside and repaired their private road that was compromising the District's water main. The District will open up the valve to increase fire flow for the hydrants in the area.

6.2 Small Site Asphalt and Concrete Repair Work – The current contract with AA Asphaltting is near completion. District staff will prepare a request for bids for a new contract. A resolution to award a contract will be presented at a future Board meeting.

6.3 Project 17-1 AC Water Main Improvements – At the 9/6/17 Board meeting, Jeremy informed the Board of a 6" AC main break at S 176th St near 42nd Ave S that occurred early Sunday morning (9/3/17). Jeremy recommended adding this site to Project 17-1 as a change order. The estimated cost is \$400,000. Staff will present a resolution for the change order at a future Board meeting.

6.4 Des Moines Treatment Plant Tour (10/3/17) – Jeremy gave a tour of the plant to 4th, 5th and 6th grade students from Marvista Elementary School. The students that attended are members of the school's Robotics Team.

Matt Everett

6.5 WASWD Retrospective Rating Program Committee – The bylaws of the Retrospective Rating Program Committee require that each district participating in the program vote for representatives to the Retro Committee. There are five open positions on the Committee. Matt asked the Board to select five candidates on behalf of the District. Action Taken: Reference Motion 17-10-4(1).

6.6 WASWD Fall Conference – The owner of a Communications & Marketing firm held a workshop and addressed the attendees at the conference on how to improve communications with ratepayers. Matt is considering the option to hire the public relations firm to assist the District to make improvements to the website and newsletters.



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There being no further business of the District, President Fultz concluded the meeting at 9:31 a.m.

BOARD OF COMMISSIONERS



Todd Fultz, President



Daniel Johnson, Secretary



Vince Koester, Commissioner



George Landon, Commissioner



Kathleen Quong-Vermeire, Commissioner