



Highline Water District Board Workshop Meeting Minutes January 23, 2018

ATTENDEES			(Strikeouts indicate absence)
COMMISSIONERS	HWD STAFF	HWD ATTORNEY(S)	
Todd Fultz	Matt Everett, General Manager	John Milne, Inslee Best	
Daniel Johnson	Jeremy DeMar, Engr./Operations Mgr.	CONSULTANTS	
Vince Koester	Debra Prior, Administrative Manager	George Dunn, President, CRE8, Inc.	
George Landon	Mary Fossos, Project Coordinator, CIPs	Darlene Curtice, Sr. Records Consultant, CRE8, Inc.	
Kathleen Quong-Vermeire			

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:	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 TRANSFERS					
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, and Darlene Curtice, Sr. Records Consultant, discussed their approach with the Board and staff for the following deliverables for the proposed Records Management Program - Phase 1:

Deliverable 1 - ECM technology planning cost including application designs for four (4) programs and development of an ECM vendor RFP.

Deliverable - 2,3,4,5, and 6 - RIM program components expanded to address all agency records, physical and electronic including email to properly support retention, disposition, search, and retrieval.

Deliverable 7 - Vendor evaluation and selection (RFP response evaluation, demonstrations, final vendor proposal assessment).



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3A. RECORDS MANAGEMENT PRESENTATION BY CRE8, INC.

The District will apply for grants through the Washington State Archives' Local Records Grant Program (RCW 40.14.026). The types of grants available are (1) Technology Tools; (2) Organization of Files; and (3) Digital Imaging. The three grant cycles will be funded through June 30, 2020.

4. PUBLIC INPUT

No members of the public attended the meeting.

5. RESOLUTIONS

Resolution 18-1-23A authorizing Agreement for Consulting Services #18-60-02 with CRE8, Inc. for Phase 1 – ECM Technology Planning and Records Management Program. Motion duly made and seconded. After discussion the motion carried unanimously.

6. OTHER

Matt Everett

6.1 Public Hearing - King County Franchise Ordinance 18403– Matt attended the meeting that was held on 1/19/18 at the Kent Regional Justice Center to hear public comments/concerns regarding the ordinance which will impose a rental fee on utilities in unincorporated King County. The ordinance is scheduled to take effect on 1/29/18. If substantive changes are made to the ordinance, the County will likely change the effective date to 2/28/18.

6.2 1/22/18 WASWD Board of Directors Meeting – The Board discussed their concerns regarding the decision by Jim Kuntz, Executive Director, to terminate the contract with Joe Daniels (lobbyist for WASWD). The District's Board directed Everett to contact Ken Kase, General Manager, Midway Sewer District and Ron Speer, General Manager, Soos Creek Water & Sewer District, to see if they were interested in partnering with Highline in hiring Joe Daniels to represent their Districts in the 2018 Legislative Session.

There being no further business of the District, President Johnson concluded the meeting at 10:19 a.m.

BOARD OF COMMISSIONERS



Daniel Johnson, President



Kathleen Quong-Vermeire, Secretary



Todd Fultz, Commissioner



Vince Koester, Commissioner



George Landon, Commissioner