



Highline Water District Board Workshop Meeting Minutes February 27, 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 Landon	Mary Fossos, Project Coordinator, CIPs	PUBLIC	
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:	February 21, 2018 Regular Meeting				
WARRANTS					
Fund Name	Fund No.	Warrant Date	Vouchers	AMOUNT	
Maintenance	09-075-0010	03/01/18	22324 - 22345	\$ 21,459.49	
Construction	09-075-3030	03/01/18	902083 - 902085	\$ 228,458.42	
ELECTRONIC FUNDS TRANSFERS					
Description	Fund No.	Period Ending	EFT Transfer Date	AMOUNT	
Payroll Tax	09-075-0010	02/23/18	03/07/18	\$ 24,777.22	
Direct Deposit -- Payroll	09-075-0010	02/23/18	03/02/18	\$ 66,314.47	
Dept of Retirement	09-075-0010	02/23/18	03/15/18	\$ 19,412.93	
Dept of Retirement - Deferred Compensation	09-075-0010	02/23/18	03/02/18	\$ 3,422.50	
Health Equity (KC-BEN96)	09-075-0010	02/23/18	03/02/18	\$ 270.00	
Health Equity (KC-BEN105)	09-075-0010	02/23/18	03/02/18	\$ 121.91	
HRA VEBA (KC-BEN60)	09-075-0010	02/23/18	03/02/18	\$ 5,182.58	
CONSENT AGENDA RESOLUTIONS					
Item #	Resolution #	Description			
None					

4. PUBLIC INPUT

No members of the public attended the meeting.

5. RESOLUTIONS

No resolutions were presented at the meeting.

6. CIP UPDATE

Jeremy gave a synopsis of the current capital improvement projects. The City of Tukwila will hold a public hearing on 3/5/18 at 7:00 pm to address public comments on the District's proposed Pump Station No. 8 project. If the city council approves the unclassified use permit and design, the District will proceed with the project.



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7. OTHER

Jeremy DelMar

7.1 Engineer Position – Interviews for the engineer position are scheduled to begin next week.

Debbie Prior

7.2 New Customer Service Representative - Prescott Jackson started on Monday, 2/26/18.

7.3 Records Management Project – The District applied for grant money from the Washington State Archives Local Records Grant Program. The first grant application is for *Organizing the File Room* which includes records destruction services and temporary staff. The District will apply for the *Technology Tools* grant in July 2018 and the *Digital Imaging* grant in July 2019.

Matt Everett

7.4 SPU SW Subregion Meeting at HWD (2/27/18 - 10:30 am) – SPU, Highline and other SW Subregion Water Districts will discuss future wholesale water rates.

There being no further business of the District, President Johnson concluded the meeting at 9:50 a.m.

BOARD OF COMMISSIONERS

Daniel Johnson, President

Kathleen Quong-Vermeire, Secretary

Todd Fultz, Commissioner

Vince Koester, Commissioner

George Landon, Commissioner