



## Highline Water District Regular Board Meeting Minutes May 16, 2018

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

**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.

<b>Minutes:</b>	May 2, 2018 Regular Meeting			
WARRANTS				
Fund Name	Fund No.	Warrant Date	Vouchers	AMOUNT
Maintenance	09-075-0010	05/17/18	22581 - 22629	\$ 868,037.99
Construction	09-075-3030	05/17/18	902103 - 902110	\$ 539,742.29
ELECTRONIC FUNDS TRANSFER				
Description	Fund No.	Period Ending	EFT Transfer Date	AMOUNT
Payroll Tax	09-075-0010	05/04/18	05/16/18	\$ 27,708.46
Direct Deposit – Payroll	09-075-0010	05/04/18	05/11/18	\$ 74,465.85
Dept of Retirement	09-075-0010	05/04/18	06/15/18	\$ 20,998.51
Dept of Retirement - Deferred Compensation	09-075-0010	05/04/18	05/11/18	\$ 3,947.50
Health Equity (KC-BEN96)	09-075-0010	05/04/18	05/11/18	\$ 267.94
Health Equity (KC-BEN105)	09-075-0010	05/04/18	05/11/18	\$ 121.91
HRA VEBA (KC-BEN60)	09-075-0010	05/04/18	05/11/18	\$ 6,494.16
CONSENT AGENDA RESOLUTIONS				
Item #	Resolution #	Description		
None				

**3A. PUBLIC INPUT**

No members of the public attended the meeting.

**4. EXECUTIVE SESSION – PENDING LITIGATION RE: CITY OF FEDERAL WAY EXCISE TAX**

District staff requested an executive session to discuss with counsel, litigation regarding the City of Federal Way Excise Tax and King County Franchise Rental Fee. On motion duly made, seconded, and carried unanimously, President Johnson convened an executive session at 9:03 am for that purpose and advised that the executive session would conclude at approximately 9:13 am. Commissioners' Fultz, Johnson, Koester, Landon, Quong-Vermeire, and Everett, Prior, DelMar, Fossos, Milne, then attended the executive session. At 9:13 am, the executive session was extended five minutes to 9:18 am, which was publicly announced. At 9:18 am, the executive session concluded and open public meeting reconvened. Action Taken: Reference Item 5, Resolution 18-5-16A.



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**5. RESOLUTIONS/MOTIONS**

Resolution 18-5-16A authorizing modifying and increasing certain District fees and charges to pass through Federal Way excise tax and related fees and charges. Motion duly made and seconded. Motion carried 4 to 1 with Commissioner Quong-Vermeire voting no. Reference Item 4, Executive Session.

Resolution 18-5-16B commending employee (Keith Coburn) for ten years of service. Motion duly made and seconded. After discussion, the motion carried unanimously.

Resolution 18-5-16C authorizing developer extension agreement (Wingate by Wyndham Hotel). Motion duly made and seconded. After discussion, the motion carried unanimously.

Resolution 18-5-16D authorizing Release of Right of Entry - YMCA of Greater Seattle (King County Recording No. 20110819000328). Motion duly made and seconded. After discussion, the motion carried unanimously.

Resolution 18-5-16E authorizing Release of Easement - YMCA of Greater Seattle (King County Recording No. 20091221000519). Motion duly made and seconded. After discussion, the motion carried unanimously.

Resolution 18-5-16F authorizing granting an easement to the City of Des Moines (HWD Pump Station No. 5 Site). Motion duly made and seconded. After discussion, the motion carried unanimously.

Motion 18-5-16(1) duly made and seconded directing staff to prepare and present a letter at the 5/22/18 Board Workshop on behalf of the Board of Commissioners, indicating the Board's intent to extend the General Manager's Employment Agreement beyond the current end date of December 31, 2018. After discussion, the motion carried unanimously. Reference Item 7, Executive Session.

Motion 18-5-16(2) duly made and seconded authorizing the District's legal counsel and General Manager to prepare an employment agreement for the Board's consideration at a future Board meeting. After discussion, the motion carried unanimously. Reference Item 7, Executive Session.

**6. STAFF/COMMISSIONERS/ATTORNEY**

**Jeremy DelMar**

6.1 McMicken Well Repair – Jeremy will give a presentation at the 5/22/18 Board Workshop on the status of the project. The District sent out a Request for Proposals on 5/10/18 to contractors on the District's MRSC Roster for inspection and cleaning of the well. The proposals are due on 5/24/18.

**Matt Everett**

6.2 Retrospective Rating Refund from WASWD – Matt attended the WASWD Retrospective Committee Meeting on 5/15/18. The 40 participating entities will each receive a portion of the \$137,999 refund.

**Kathleen Quong-Vermeire**

6.3 HWD Logo Trademark/Registration – At the request of Commissioner Quong-Vermeire, the General Manager will contact an attorney from Inslee Best to discuss the process and associated costs to register/trademark the District's logo.



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**7. EXECUTIVE SESSION – EMPLOYEE PERFORMANCE REVIEW UNDER RCW 42.30.110(1)(g)**

Following discussion, motion duly made and seconded to convene an executive session to discuss the performance of the General Manager. The motion carried unanimously. The Commissioners and Milne then attended the executive session. Before convening the executive session at 9:47 am, President Johnson advised the executive session would conclude at approximately 9:57 am. At 9:57 am the executive session concluded and open public meeting reconvened.

The Commissioners then discussed their evaluation of the General Manager's performance with the General Manager. Action Taken: Reference Item 5, Motion 18-5-16(1) and Motion 18-5-16(2).

There being no further business of the District, President Johnson concluded the meeting at 10:05 a.m.

**BOARD OF COMMISSIONERS**

  
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**Daniel Johnson**, President

  
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**Kathleen Quong-Vermeire**, Secretary

  
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**Todd Fultz**, Commissioner

  
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**Vince Koester**, Commissioner

  
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**George Landon**, Commissioner