



## Highline Water District Regular Board Meeting Minutes September 6, 2017

<b>ATTENDEES</b>			(Strikeouts indicate absence)
<b>COMMISSIONERS</b>	<b>HWD STAFF</b>	<b>HWD ATTORNEY(S)</b>	
Todd Fultz	Matt Everett, General Manager	<del>John Milne, Inslee Best</del>	
Daniel Johnson	Jeremy DelMar, Engr./Operations Mgr.	<b>CONSULTANTS</b>	
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.

<b>Minutes:</b>	August 22, 2017 Workshop			
WARRANTS				
Fund Name	Fund No.	Warrant Date	Vouchers	AMOUNT
Maintenance	09-075-0010	09/07/17	21691 - 21731	\$ 93,729.73
Construction	09-075-3030	09/07/17	902031 - 902031	\$ 25,900.87
Maintenance - Payroll	09-075-0010	09/01/17	302577 - 302577	\$ 968.70
ELECTRONIC FUNDS TRANSFERS				
Description	Fund No.	Period Ending	EFT Transfer Date	AMOUNT
Payroll Tax	09-075-0010	08/25/17	09/06/17	\$ 27,362.55
Direct Deposit – Payroll	09-075-0010	08/25/17	09/01/17	\$ 64,952.80
Dept of Retirement	09-075-0010	08/25/17	09/15/17	\$ 19,215.48
Dept of Retirement - Deferred Compensation	09-075-0010	08/25/17	09/01/17	\$ 4,184.00
Health Equity (KC-BEN96)	09-075-0010	08/25/17	09/01/17	\$ 264.58
Health Equity (KC-BEN105)	09-075-0010	08/25/17	09/01/17	\$ 111.08
HRA VEBA (KC-BEN60)	09-075-0010	08/25/17	09/01/17	\$ 5,637.10
CONSENT AGENDA RESOLUTIONS				
Item #	Resolution #	Description		
3.1	17-9-6C	Resolution accepting developer extension as complete (Sound Transit - S 200th St Link – SeaTac Station to Angle Lake Station – Project #440)		

**4. PUBLIC INPUT**

No members of the public attended the meeting.



**Highline Water District  
Regular Board Meeting Minutes  
September 6, 2017**

**5. RESOLUTIONS/MOTIONS**

Resolution 17-9-6A authorizing contract with PumpTech, Inc. for Well Pump Repairs at McMicken Heights. Motion duly made and seconded. After discussion, the motion carried unanimously.

Resolution 17-9-6B authorizing developer extension agreement (Kent CPSG Self-Storage Facility). Motion duly made and seconded. After discussion, the motion carried unanimously.

Resolution 17-9-6C accepting developer extension as complete (Sound Transit - S 200th St Link – SeaTac Station to Angle Lake Station – Project #440) was approved under the consent agenda.

**6. STAFF/COMMISSIONERS/ATTORNEY**

**Jeremy DelMar**

6.1 9/3/17 Main Break @ S 176th St (4400 Block) – District crews responded to a 6" AC main break early Sunday morning. One homeowner's crawl space was flooded and there was damage to the asphalt road. The crew had to work around electrical conduits that were located above the main. The repairs took approximately 15 hours to complete. Staff will research and provide a recommendation to the Board whether to add this site to the 2017 AC Water System Improvements project as a change order.

6.2 District Property @ 17461 Ambaum Blvd S – Proper "No Trespassing" signs are posted. Fencing will be installed where trespassers accessed the property.

**Matt Everett**

6.3 Reschedule 9/26/17 Board Workshop? – Matt asked the Commissioners if they wanted to reschedule the meeting if it conflicted with their plans regarding the WASWD Fall Conference. The Board was in favor of holding the meeting as scheduled.

6.4 IRS Provides Special Relief to Encourage Leave-Based Donation Programs for Victims of Hurricane Harvey - Matt informed the Board of this donation program as follows:

Under these programs, employees may forgo their vacation, sick or personal leave in exchange for cash payments the employer makes, before Jan. 1, 2019, to charitable organizations providing relief for the victims of this disaster.

Under this special relief, the donated leave will not be included in the income or wages of the employees. Employers will be permitted to deduct the cash payments as business expenses.

A motion to authorize the District to participate in this donation program or one similar to it will be presented at the 9/20/17 Board meeting.

**Kathleen Quong-Vermeire**


6.5 Kathleen informed the Board and staff that she will not be attending the 9/20/17 and 9/26/17 Board meetings.





**Highline Water District  
Regular Board Meeting Minutes  
September 6, 2017**

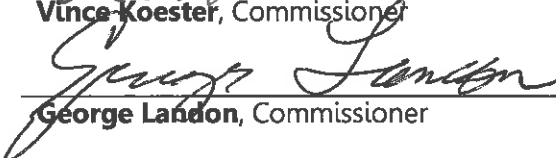
There being no further business of the District, President Fultz concluded the meeting at 9:27 a.m.

**BOARD OF COMMISSIONERS**

  
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**Todd Fultz**, President

  
\_\_\_\_\_  
**Daniel Johnson**, Secretary

  
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**Vince Koester**, Commissioner

  
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**George Landon**, Commissioner

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**Kathleen Quong-Vermeire**, Commissioner