



## Highline Water District Regular Board Meeting Minutes October 17, 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>CONSULTANTS</b>  <b>HWD ATTORNEY(S)</b> John Milne, Inslee Best

**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>		October 3, 2018 Regular Meeting		
<b>WARRANTS</b>				
Fund Name	Fund No.	Warrant Date	Vouchers	AMOUNT
Maintenance	09-075-0010	10/08/18	23107 - 23107	\$ 3,887.17
Maintenance	09-075-0010	10/10/18	23108 - 23108	\$ 160,854.00
Maintenance	09-075-0010	10/18/18	23109 - 23164	\$ 840,104.27
Construction	09-075-3030	10/18/18	902160 - 902162	\$ 87,419.57
<b>ELECTRONIC FUNDS TRANSFER</b>				
Description	Fund No.	Period Ending	EFT Transfer Date	AMOUNT
Payroll Tax	09-075-0010	10/05/18	10/17/18	\$ 26,887.09
Direct Deposit – Payroll	09-075-0010	10/05/18	10/12/18	\$ 76,772.05
Dept of Retirement	09-075-0010	10/05/18	11/15/18	\$ 22,310.16
Dept of Retirement - Deferred Compensation	09-075-0010	10/05/18	10/12/18	\$ 3,947.50
Health Equity (KC-BEN96)	09-075-0010	10/05/18	10/12/18	\$ 267.94
Health Equity (KC-BEN105)	09-075-0010	10/05/18	10/12/18	\$ 121.91
HRA VEBA (KC-BEN60)	09-075-0010	10/05/18	10/12/18	\$ 5,846.32
Dept of Revenue - Unclaimed Property	09-075-0010	09/30/18	10/05/18	\$ 143.68
<b>CONSENT AGENDA RESOLUTIONS</b>				
Item #	Resolution #	Description		
3.1	18-10-17C	Resolution accepting developer extension as complete (Highline Place, LLC)		

**4. PUBLIC INPUT**

No members of the public attended the meeting.



**Highline Water District  
Regular Board Meeting Minutes  
October 17, 2018**

**5. RESOLUTIONS/MOTIONS**

Resolution 18-10-17A authorizing Amendment #3 to Contract 16-60-09 with RH2 Engineering, Inc. for additional design services relating to Project 16-2 Pump Station No. 8 (Crestview). Motion duly made and seconded. After discussion the motion carried unanimously.

Resolution 18-10-17B authorizing developer extension agreement (Alaska Airlines Copper River Project). Motion duly made and seconded. After discussion the motion carried unanimously.

Resolution 18-10-17C accepting developer extension as complete (Highline Place, LLC). This resolution was approved under the consent agenda.

Resolution 18-10-17D authorizing Business Fixture Relocation Agreement with Sound Transit relating to Project 16-3 Mansion Hill Reservoir Relocation. Motion duly made and seconded. After discussion the motion carried unanimously.

**6. STAFF/COMMISSIONERS/ATTORNEY**

**Debbie Prior**

- 6.1 State Audit – The audit is in progress and should be completed in two weeks. Commissioner Quong-Vermeire volunteered to meet with the auditor next week for the Risk Assessment.
- 6.2 Records Management System – Management has selected Cities Digital to provide the software (Laserfiche) for the Electronic Content Management (ECM) system. Staff is checking references.
- 6.3 Third Quarters Financials – Debbie will email the financial statements to the Board for discussion at the 10/23/18 Board Workshop.

**Matt Everett**

- 6.4 10/23/18 Board Workshop – A resolution to award construction contract for Project 16-3 Mansion Hill Reservoir Relocation will be presented at the 10/23/18 meeting for the Board's consideration.
- 6.5 King County Ordinance 18403 – The King County Superior Court ruled that King County lacked authority to impose franchise compensation or rent as provided in Ordinance 18403. The King County Facilities Management Division (FMD) sent the District a letter dated 10/11/18 stating that while the case is on appeal, they will not at this time negotiate or collect the franchise compensation described in their March 2018 Compensation Notice and Estimate letter.
- 6.6 District Legislative Reception (10/15/18 at 11:00 am) – Highline and Midway Sewer District held a joint legislative reception at Highline's office. The Commissioners had an informative discussion with the legislators. Both Highline and Midway expressed their opposition to King County's increasing the fees for recording liens.
- 6.7 Special WASWD Meeting @ HWD Office (10/22/18 – 12:00 pm) - The District will host WASWD's Annual Meeting which did not take place at the 2018 Fall Conference and Trade Show due to a lack of a quorum.



**Highline Water District  
Regular Board Meeting Minutes  
October 17, 2018**

There being no further business of the District, President Johnson concluded the meeting at 9:33 a.m.

**BOARD OF COMMISSIONERS**

A handwritten signature in black ink, appearing to read "Dan Johnson", written over a horizontal line.

**Daniel Johnson**, President

A handwritten signature in black ink, appearing to read "Kathleen Quong-Vermeire", written over a horizontal line.

**Kathleen Quong-Vermeire**, Secretary

**Todd Fultz**, Commissioner

**Vince Koester**, Commissioner

A handwritten signature in black ink, appearing to read "George Landon", written over a horizontal line.

**George Landon**, Commissioner