



Highline Water District Board Workshop Meeting Minutes October 23, 2018

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

Minutes: October 15, 2018 Special Meeting; October 17, 2018 Regular Meeting				
WARRANTS				
Fund Name	Fund No.	Warrant Date	Vouchers	AMOUNT
Maintenance	09-075-0010	10/25/18	23165 - 23188	\$ 106,931.48
Construction	09-075-3030	10/25/18	902163 - 902165	\$ 73,406.03
ELECTRONIC FUNDS TRANSFER				
Description	Fund No.	Period Ending	EFT Transfer Date	AMOUNT
Dept of Revenue - B&O Taxes	09-075-0010	09/30/18	10/25/18	\$ 115,669.74
Dept of Labor & Industries - Tax	09-075-0010	09/30/18	10/29/18	\$ 11,267.67
Dept of Licensing-Dyed Diesel Fuel User Tax	09-075-0010	09/30/18	10/0318	\$ 332.64
CONSENT AGENDA RESOLUTIONS				
Item #	Resolution #	Description		
None				

4. PUBLIC INPUT

No members of the public attended the meeting.

5. RESOLUTIONS/MOTIONS

Resolution 18-10-23A awarding construction contract #18-70-32 to T Bailey, Inc. for Project 16-3 Mansion Hill Reservoir Relocation. Motion duly made and seconded. After discussion the motion carried unanimously.

Resolution 18-10-23B authorizing design contract #18-60-31 with Parametrix, Inc. for Project 18-5 34th Ave S Water Main Replacement (from S 160th St to S 166th St). Motion duly made and seconded. After discussion the motion carried unanimously.

Motion 18-10-23(1) duly made and seconded authorizing a 3.5% cost of living adjustment (effective 1/1/19) to all employees. After discussion the motion carried unanimously. Reference Item 7.2.



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6. 2018 THIRD QUARTER FINANCIALS

Debbie reviewed the Statement of Net Position; Statement of Revenues, Expenses and Changes in Net Position; Sources and Applications of Funds (Budget vs. Actual) and answered questions of the Board.

7. OTHER

Jeremy DelMar

7.1 Project 16-3 Mansion Hill Reservoir Relocation – A resolution to authorize construction management contract with Gray & Osborne will be presented at the 11/7/18 meeting for the Board's consideration.

Matt Everett

7.2 Cost of Living Adjustment (COLA) – Matt asked the Board to consider giving all employees a 3.5% COLA (effective 1/1/19). Action Taken: Reference Motion 18-10-23(1)

7.3 HWD Staffing and Succession Planning – Matt discussed planned retirements and future staffing requirements for next year to include adding three positions: (1) Meter Technician; (2) Administrative; (3) Utility Worker. The District needs to be proactive in order to provide proper training in advance of retirements. Matt also recommended the District create an Acting Supervisor position in Accounting. The Commissioners were in favor of the recommendations by the General Manager.

7.4 Federal Way Excise Tax Lawsuit – Oral arguments were heard on 10/19/18 in Superior Court at the Kent Regional Justice Center. The judge will render his decision on 10/29/18.

There being no further business of the District, President Johnson concluded the meeting at 9:57 a.m.

BOARD OF COMMISSIONERS



Daniel Johnson, President



Kathleen Quong-Vermeire, Secretary



Todd Fultz, Commissioner



Vince Koester, Commissioner



George Landon, Commissioner