



## Highline Water District Regular Board Meeting Minutes November 7, 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 <b>PUBLIC</b> Dick Swaab

### 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 23, 2018 Workshop			
<b>WARRANTS</b>				
<b>Fund Name</b>	<b>Fund No.</b>	<b>Warrant Date</b>	<b>Vouchers</b>	<b>AMOUNT</b>
Maintenance	09-075-0010	11/08/18	23189 - 23232	\$ 215,818.43
Construction	09-075-3030	11/08/18	902166 - 902168	\$ 31,469.08
<b>ELECTRONIC FUNDS TRANSFER</b>				
<b>Description</b>	<b>Fund No.</b>	<b>Period Ending</b>	<b>EFT Transfer Date</b>	<b>AMOUNT</b>
Payroll Tax	09-075-0010	11/02/18	11/14/18	\$ 27,921.15
Direct Deposit - Payroll	09-075-0010	11/02/18	11/09/18	\$ 77,018.37
Dept of Retirement	09-075-0010	11/02/18	12/14/18	\$ 22,008.30
Dept of Retirement - Deferred Compensation	09-075-0010	11/02/18	11/09/18	\$ 3,947.50
Health Equity (KC-BEN96)	09-075-0010	11/02/18	11/09/18	\$ 267.94
Health Equity (KC-BEN105)	09-075-0010	11/02/18	11/09/18	\$ 121.91
HRA VEBA (KC-BEN60)	09-075-0010	11/02/18	11/09/18	\$ 5,846.32
<b>CONSENT AGENDA RESOLUTIONS</b>				
<b>Item #</b>	<b>Resolution #</b>	<b>Description</b>		
None				

### 4. PUBLIC INPUT

Customer Dick Swaab attended the meeting.



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**5. RESOLUTIONS/MOTIONS**

Resolution 18-11-7A authorizing Consultant Services Agreement #18-80-29 with Gray & Osborne, Inc. for Construction Management Services for Project 16-3 Mansion Hill Reservoir Relocation. Motion duly made and seconded. After discussion the motion carried unanimously.

Resolution 18-11-7B authorizing Consultant Services Agreement #18-60-35 with PACE Engineers, Inc. for Design Services for Project SW18-3 SR-516 & SR-99 Water Main Replacement. Motion duly made and seconded. After discussion the motion carried unanimously.

**6. STAFF/COMMISSIONERS/ATTORNEY**

**Debbie Prior**

6.1 Open Enrollment (Medical & Dental) 11/01/18-11/30/18 – Debbie informed the Commissioners that if they wish to make any changes to their medical plans, they can make changes on the website or let her know if they need assistance.

6.2 State Audit Exit Conference – The exit conference with the auditor will be held at the 11/27/18 Board Workshop.

6.3 Washington Paid Family & Medical Leave – Premium collections begin on January 1, 2019 and benefits become available on January 1, 2020. Employers with less than 50 employees would not be required to contribute. Employees are required to pay a premium of .25332% on wages of hours worked. Staff will discuss further at a future Board meeting.

**Matt Everett**

6.4 Federal Way Excise Tax Lawsuit – Oral arguments were heard on 10/19/18 in Superior Court at the Kent Regional Justice Center. The judge ruled in favor of the City of Federal Way on 10/29/18. The ruling will be appealed by Highline, Midway Sewer District, and Lakehaven Water & Sewer District.

6.5 Staffing – As discussed at the 10/23/18 Board Workshop, due to scheduled retirements in 2019 and employee resignations, the District will need to fill five positions, 2 in 2018 and 3 in 2019.

**Vince Koester**

6.6 WASWD Executive Director Position - Commissioner Koester informed the Board and staff that Judy Gladstone was hired as the new Executive Director of WASWD.



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

**BOARD OF COMMISSIONERS**

**Daniel Johnson, President**

**Kathleen Quong-Vermeire, Secretary**

**Todd Fultz, Commissioner**

**Vince Koester, Commissioner**

**George Landon, Commissioner**