



## Highline Water District Special Board Meeting Minutes October 29, 2019

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

**1. CALL TO ORDER**

President Quong-Vermeire 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 16, 2019				
<b>WARRANTS</b>				
Fund Name	Fund No.	Warrant Date	Vouchers	AMOUNT
Maintenance	09-075-0010	10/31/19	24402 - 24436	\$ 90,390.79
Construction	09-075-3030	10/31/19	902290 - 902294	\$ 28,911.49
<b>ELECTRONIC FUNDS TRANSFER</b>				
Description	Fund No.	Period Ending	EFT Transfer Date	AMOUNT
Payroll Tax	09-075-0010	10/18/19	10/30/19	\$ 33,363.94
Direct Deposit – Payroll	09-075-0010	10/18/19	10/25/19	\$ 82,386.95
Dept of Retirement	09-075-0010	10/18/19	10/28/19	\$ 22,856.09
Dept of Retirement - Deferred Compensation	09-075-0010	10/18/19	10/25/19	\$ 12,061.00
Health Equity (KC-BEN96)	09-075-0010	10/18/19	10/25/19	\$ 274.99
Health Equity (KC-BEN105)	09-075-0010	10/18/19	10/25/19	\$ 128.82
Health Equity (KC-GEN238)	09-075-0010	10/18/19	10/25/19	\$ 37.21
HRA VEBA (KC-BEN60)	09-075-0010	10/18/19	10/25/19	\$ 8,738.24
Dept of Revenue – Unclaimed Property	09-075-0010	09/30/19	10/25/19	\$ 316.91
Dept of Revenue – B&O Taxes	09-075-0010	09/30/19	10/25/19	\$ 109,383.54
<b>CONSENT AGENDA RESOLUTIONS</b>				
Item #	Resolution #	Description		
None				

**3A. PUBLIC HEARING PER RCW 57.08.120** - Proposed Communications Site Use and License Agreement with Clear Wireless, LLC at the District’s McMicken Tank Site – 3768 S 166th St, SeaTac, WA.

President Quong-Vermeire opened the public hearing at 9:04 a.m. No members of the public attended the hearing. After discussion, President Quong-Vermeire closed the public hearing at 9:07 a.m. Action Taken: Reference Item 5 – Resolution 19-10-29A.



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**4. PUBLIC INPUT**

No members of the public attended the meeting.

**5. RESOLUTIONS/MOTIONS**

Resolution 19-10-29A authorizing Communications Site Use and License Agreement with Clear Wireless, LLC (Sprint) at the District's McMicken Tank Site – 3768 S 166th St, SeaTac, WA. Motion duly made and seconded. After discussion, the motion carried unanimously.

Resolution 19-10-29B authorizing Surplus of Office Equipment, Tools and Vehicles. Motion duly made and seconded. After discussion, the motion carried unanimously.

Motion 19-10-29(1) duly made and seconded to authorize a \$1,500 expenditure to Inslee Best to draft an Amicus Brief for the Rental Housing Authority in support of the District's challenge to the Federal Way Excise Tax Supreme Court case. After discussion, the motion carried unanimously.

**6. 3RD QUARTER 2019 FINANCIAL STATEMENTS**

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 – The lid of the tank has been installed. The interior of the tank will be painted next week.

**Debbie Prior**

7.2 State Audit - The audit is going well. The auditor anticipates completing the audit by the end of the week.

**Matt Everett**

7.3 United Association of Plumbers & Pipefitters (Local 32) – The District's current contract with Local 32 ends on 12/31/19. The District will begin negotiations for a new contract.

7.4 Federal Way Excise Tax Lawsuit – The Washington State Supreme Court will hear oral arguments on January 16, 2020 at 9:00 AM.

**8. EXECUTIVE SESSION - PENDING and POTENTIAL LITIGATION (PER RCW 42.30.110(i))**

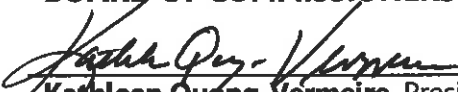
At 9:24 a.m., President Quong-Vermeire convened an executive session to discuss both pending litigation and potential litigation pursuant to RCW 42.30.110(1)(i). The Board, Matt Everett, Jeremy Delmar and Debbie Prior attended the executive session. Attorneys Dan Lossing and Eric Frimodt from Inslee Best were also present to discuss miscellaneous legal matters. The announced duration of the executive session was 15 minutes. At 9:39 a.m., the executive session was extended for an additional 15 minutes and announced by General Manager Matt Everett. At 9:54 a.m., the executive session was extended for an additional 10 minutes and announced by the General Manager. At 10:04 a.m., the executive session was extended for an additional 5 minutes and announced by the General Manager. The executive session concluded at 10:09 a.m. No action was taken by the Board.




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There being no further business of the District, President Quong-Vermeire concluded the meeting at 10:10 a.m.

**BOARD OF COMMISSIONERS**

  
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**Kathleen Quong-Vermeire, President**

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**Vince Koester, Secretary**

  
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**Todd Fultz, Commissioner**

  
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**Daniel Johnson, Commissioner**

  
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**George Landon, Commissioner**