



**Highline Water District
Regular Board Meeting Minutes
November 4, 2020**

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

1. CALL TO ORDER

Secretary 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.

Minutes:	October 27, 2020			
WARRANTS				
Fund Name	Fund No.	Warrant Date	Vouchers	AMOUNT
Maintenance	09-075-0010	11/04/2020	25704 - 25728	\$ 840,422.73
Construction	09-075-3030	11/04/2020	902435 - 902435	\$ 498.00
CONSENT AGENDA RESOLUTIONS				
Item #	Resolution #	Description		
None				

4. PUBLIC INPUT

No members of the public joined the meeting remotely.

5. RESOLUTIONS/MOTIONS

No resolutions or motions were presented at the meeting.

6. 2021 DRAFT BUDGET

Sources and Applications of Funds: No rate increase in 2021; City of Burien will impose an 8% Utility Tax on gross revenue (effective 1/1/21); Budget for customer late fees and lock fees is cut in half due to COVID-19; Employees will receive a 1.9% cost of living adjustment; No increase in wholesale water from the City of Seattle; Water sales budgeted the same as 2020; Medical and dental insurance increased slightly; Travel budget lowered from 16K to 12K; Insurance costs increased.

Capital Improvement Projects: The District engineer will discuss each project at the 11/18/20 Board meeting.

Capital Asset Purchases (C.A.P.): Staff discussed the proposed C.A.P.



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7. STAFF/COMMISSIONERS/ATTORNEY

Anne Paige

7.1 Accounting Specialist Position – New hire Maxx Couch will start on 11/16/20.

7.2 Vacation – Anne informed the Board that she will be on vacation from 11/05/20 to 11/12/20.

Jeremy DelMar

7.3 Federal Way Light Rail Link – Sound Transit is installing the columns on 30th Ave South and has cleared all the land for the rail system from the Angle Lake Station to Federal Way.

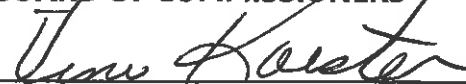
Matt Everett

7.4 Burien Utility Tax (Ordinance No. 744) – The City passed the 8% utility tax on gross revenue of water and sewer districts at its 11/02/20 Council meeting. The grace period for delinquent payments is 30 days and the City will bill bi-monthly. The District's legal counsel emailed a letter on 10/28/20 to the Burien City Council regarding issues relating to the definition of "gross income." The letter is posted on the District's website.


7.5 Kudos from Customer - The District received a review from a customer thanking Erik Widener, Utility worker, for identifying an issue with the water meter and keeping his promise to return with a coworker to make the necessary repairs.

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

BOARD OF COMMISSIONERS



Vince Koester, President



Todd Fultz, Secretary



Polly Daigle, Commissioner



Daniel Johnson, Commissioner



Kathleen Quong-Vermeire, Commissioner