



Highline Water District Regular Board Meeting Minutes November 18, 2020

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

1. CALL TO ORDER

President Koester called the meeting to order at 9:09 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: November 4, 2020				
WARRANTS				
Fund Name	Fund No.	Warrant Date	Vouchers	AMOUNT
Maintenance	09-075-0010	11/10/2020	25729 - 25730	\$ 7,795.04
Maintenance	09-075-0010	11/18/2020	25731 - 25784	\$ 237,842.50
Construction	09-075-3030	11/18/2020	902436 - 902437	\$ 197,071.67
ELECTRONIC FUNDS TRANSFER				
Description	Fund No.	Period Ending	EFT Transfer Date	AMOUNT
Payroll Tax	09-075-0010	10/30/2020	11/10/2020	\$ 29,524.14
Direct Deposit – Payroll	09-075-0010	10/30/2020	11/06/2020	\$ 81,652.55
Dept of Retirement	09-075-0010	10/30/2020	11/09/2020	\$ 23,745.89
Dept of Retirement - Deferred Compensation	09-075-0010	10/30/2020	11/06/2020	\$ 3,182.50
Health Equity (KC-BEN96)	09-075-0010	10/30/2020	11/06/2020	\$ 279.16
Health Equity (KC-BEN105)	09-075-0010	10/30/2020	11/06/2020	\$ 124.52
HRA VEBA (KC-BEN60)	09-075-0010	10/30/2020	11/06/2020	\$ 4,319.14
CONSENT AGENDA RESOLUTIONS				
Item #	Resolution #	Description		
None				



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3A. STATE AUDITOR'S OFFICE EXIT CONFERENCE

Brandi Breaux, Assistant State Auditor and Joe Ramos, Assistant Audit Manager attended the meeting remotely.

Accountability Audit Report (Audit Opinion)

The areas examined included Self-Insurance, Financial Conditions, Open Public Meetings, Documentation of Minutes, Executive Sessions and Special Meetings. The District complied, in all material respects, with applicable state laws, regulations, and its own policies, and provided adequate controls over the safeguarding of public resources.

Financial Statements (Audit Opinion)

The financial statements present fairly, in all material aspects, the financial position of the Highline Water District as of 12/31/19, and the changes in financial position and cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

The auditors thanked Debbie Prior, the former Administrative Manager and District staff for their cooperation and timely response to their requests during the audit. There were no recommendations included with the audit.

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 CAPITAL IMPROVEMENT PROGRAM POWERPOINT PRESENTATION

Jeremy gave a PowerPoint presentation and reviewed the projects completed in 2020 and described the 2021 projects. A draft copy of the 2021 Capital Improvement Program (CIP) will be emailed to the Board for review next week.

7. STAFF/COMMISSIONERS/ATTORNEY

Jeremy DelMar

7.1 Des Moines Treatment Plant – The onsite hypochlorite generation cells are failing. The District requested a proposal from TMG Services Inc. to replace the cells. A resolution to authorize a contract with TMG Services Inc will be presented at the 11/24/20 Board Workshop.

7.2 HWD Headquarters Fire Sprinkler System – The existing system needs to be brought up to current code. A resolution to authorize a contract with Johnson Controls Fire Protection LP will be presented at the 11/24/20 Board Workshop.

Anne Paige

7.3 Accounting Specialist Position – New Hire Maxx Couch started on 11/16/20.



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7. STAFF/COMMISSIONERS/ATTORNEY

Matt Everett

7.4 COVID-19 Update – Governor Inslee extended remote meetings through 12/9/20. Vaccines may be available early next year.

There being no further business of the District, President Koester concluded the meeting at 10:05 a.m.

BOARD OF COMMISSIONERS

Vince Koester, President

Todd Fultz, Secretary

Polly Daigle, Commissioner

Daniel Johnson, Commissioner

Kathleen Quong-Vermeire, Commissioner