



Highline Water District Regular Board Meeting Minutes December 2, 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, Outgoing Finance/Administrative Mgr.		
Vince Koester	Anne Paige, New Finance/Administrative Mgr.	VISITORS (REMOTE)	
Kathleen Quong-Vermeire - Remote	Mary Fossos, Project Coordinator, CIPs		

1. CALL TO ORDER

President Koester 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:	November 24, 2020				
WARRANTS					
Fund Name	Fund No.	Warrant Date	Vouchers	AMOUNT	
Maintenance	09-075-0010	12/02/2020	25806 - 25830	\$ 123,942.37	
Construction	09-075-3030	12/02/2020	902439 - 902440	\$ 3,628.25	
ELECTRONIC FUNDS TRANSFER					
Description	Fund No.	Period Ending	EFT Transfer Date	AMOUNT	
Payroll Tax	09-075-0010	11/27/2020	12/09/2020	\$ 29,074.00	
Direct Deposit – Payroll	09-075-0010	11/27/2020	12/04/2020	\$ 81,798.24	
Dept of Retirement	09-075-0010	11/27/2020	12/07/2020	\$ 24,419.13	
Dept of Retirement - Deferred Compensation	09-075-0010	11/27/2020	12/04/2020	\$ 4,195.00	
Health Equity (KC-BEN96)	09-075-0010	11/27/2020	12/04/2020	\$ 279.16	
Health Equity (KC-BEN105)	09-075-0010	11/27/2020	12/04/2020	\$ 124.52	
HRA VEBA (KC-BEN60)	09-075-0010	11/27/2020	12/04/2020	\$ 4,369.14	
CONSENT AGENDA RESOLUTIONS					
Item #	Resolution #	Description			
None					

4. PUBLIC INPUT

No members of the public joined the meeting remotely.

5. RESOLUTIONS/MOTIONS

Motion 20-12-2(1) duly made and seconded to authorize extension of Legal Services Agreement with Inslee Best Doezie & Ryder, P.S. for 2021-2022 with the same fee structure. After discussion, the motion carried unanimously.



Highline Water District Regular Board Meeting Minutes December 2, 2020

5. RESOLUTIONS/MOTIONS

Motion 20-12-2(2) duly made and seconded to express the Board's intent to hire Jeremy DelMar for the General Manager position upon Matt Everett's retirement at the end of 2022, and in the interim, promote Jeremy to Assistant General Manager with a pay increase in the upcoming year. After discussion, the motion carried unanimously. Reference Item 8 – Executive Session.

6. 2021 GOALS & OBJECTIVES

Matt Everett

Most of the 2021 Goals & Objectives are the same as the previous year. A few of the changes for 2021 are as follows: ▪ Partner with WASWD and other utilities to determine the ROW rental fee to be paid to King County; ▪ Visually inspect approximately 3,000 meters and boxes; ▪ Retrofit District Headquarters Fire Alarm System to current standards; ▪ Continue to enforce Washington State Guidelines for COVID-19 pandemic.

The formal resolution for adoption of the 2021 Goals & Objectives will be presented to the Board at the 12/16/20 Board meeting.

7. STAFF/COMMISSIONERS/ATTORNEY

Jeremy DelMar

7.1 2021 Capital Improvement Program (CIP) – Jeremy requested the Board review the CIP and contact him if they have comments or questions. A resolution to adopt the 2021 CIP will be presented for Board consideration at the 12/16/20 Board meeting.

7.2 Project 20-1 Military Road Loop Water Main Replacement – The District will advertise for bids on 12/03/20 and 12/10/20. The bid opening will be held on 12/17/20.

Anne Paige

7.3 Personnel - The new Accounting Specialist is doing well.

7.4 Year End Projects – Staff is working on closing out 2020.

Matt Everett

7.5 WASWD Retrospective Rating Program Committee – The Board unanimously voted for the following candidates to be committee members in 2021: Matt Everett, Larry Jones, Marci Oda, Robert Russell.

Kathleen Quong-Vermeire

7.6 Potential Purchase of Lakehaven Water – Kathleen requested staff provide the cost to purchase wholesale water from Lakehaven. Jeremy informed the Board that Carollo Engineers is working on an Intertie Feasibility Study and will be providing the District a report in the first quarter of 2021.



**Highline Water District
Regular Board Meeting Minutes
December 2, 2020**

8. EXECUTIVE SESSION PER RCW 42.30.110(g) – PERSONNEL


District staff requested an executive session pursuant to RCW 42.30.110 (1) (g) to consider personnel matters. On motion duly made, seconded and carried unanimously, an executive session was convened on that basis. The Commissioners and General Manager attended the executive session. Before convening the executive session at 9:17 a.m., President Koester advised the executive session would conclude at 9:27 a.m. At 9:27 a.m., the executive session concluded and the open public meeting reconvened. Action Taken: Reference Motion 20-12-2(2).

There being no further business of the District, President Koester concluded the meeting at 9:30 a.m.

BOARD OF COMMISSIONERS



Vince Koester, President



Todd Fultz, Secretary



Potty Daigle, Commissioner



Daniel Johnson, Commissioner



Kathleen Quong-Vermeire, Commissioner