



Highline Water District Regular Board Meeting Minutes December 16, 2020

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

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:	December 2, 2020				
WARRANTS					
Fund Name	Fund No.	Warrant Date	Vouchers	AMOUNT	
Maintenance	09-075-0010	12/09/2020	302662 - 302665	\$ 5,929.77	
Maintenance	09-075-0010	12/09/2020	25831 - 25832	\$ 7,765.21	
Maintenance	09-075-0010	12/16/2020	25833 - 25879	\$ 493,603.74	
Construction	09-075-3030	12/16/2020	902441 - 902444	\$ 471,549.76	
ELECTRONIC FUNDS TRANSFER					
Description	Fund No.	Period Ending	EFT Transfer Date	AMOUNT	
Payroll Tax	09-075-0010	11/27/2020	12/16/2020	\$ 11,927.14	
Direct Deposit – Payroll	09-075-0010	11/27/2020	12/11/2020	\$ 18,889.19	
CONSENT AGENDA RESOLUTIONS					
Item #	Resolution #	Description			
None					

4. PUBLIC INPUT

No members of the public joined the meeting remotely.

5. RESOLUTIONS/MOTIONS

Resolution 20-12-16A adopting the 2021 Budget. Motion duly made and seconded. After discussion, the motion carried unanimously.



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5. RESOLUTIONS/MOTIONS

Resolution 20-12-16B adopting the 2021 Capital Improvement Program. Motion duly made and seconded. After discussion, the motion carried unanimously.

Resolution 20-12-16C adopting the 2021 Goals & Objectives. Motion duly made and seconded. After discussion, the motion carried unanimously.

Resolution 20-12-16D accepting as complete Contract #18-70-32 with T Bailey, Inc. for Project 16-3 Mansion Hill Reservoir Relocation. Motion duly made and seconded. After discussion, the motion carried unanimously.

Resolution 20-12-16E to modify and increase certain District fees and charges to pass through the City of Burien Excise Tax and related fees and charges. Motion duly made and seconded. After discussion, the motion carried unanimously.

6. STAFF/COMMISSIONERS/ATTORNEY

Jeremy DelMar

6.1 Project 20-1 Military Road Loop Water Main Replacement –The bid opening will be held on 12/17/20 at 10:00 AM. The District plans to award the contract at the 1/6/21 Board meeting providing that all required documents have been received.

6.2 Project 18-2 International Blvd @ SR 509 Road Improvements – WSDOT has selected Atkinson Construction to perform the work on this project. Upon execution of the contract between WSDOT and Atkinson, the District will pay WSDOT the pre-negotiated price of \$3.2 million for the water main relocation.

Anne Paige

6.3 Commissioner Time Sheets – Anne asked the Board to submit their December timesheets this week to assist finance with year-end close out.

Matt Everett

6.4 Employee Retirement (Debbie Prior, Administrative Manager) – Debbie's last day is 1/6/21.

6.5 WASWD Retrospective Rating Program Committee – Matt Everett, along with Larry Jones, Marci Oda, and Robert Russell were reelected to serve 2-year terms. Jessica Williams, Silverdale Water District was appointed to fill John Thompson's position. Mike West was elected Chair of the Committee. Matt informed the Board that there will be an assessment to the members next year due to a large claim in 2020. The District's portion will be approximately \$2,000.

6.6 District Holiday Party (12/23/20) – The District will provide box lunches for staff at the District office (separated by department and teams) and will enforce all COVID-19 safety protocols.



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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

Polly Dalghe, Commissioner

Daniel Johnson, Commissioner

Kathleen Quong-Vermeire, Commissioner