



Highline Water District Regular Board Meeting Minutes February 3, 2021

ATTENDEES		(Strikeouts indicate absence)
COMMISSIONERS	HWD STAFF	HWD ATTORNEY(S)
Polly Daigle - remote	Matt Everett, General Manager	
Todd Fultz - remote	Jeremy DelMar, Engineering and Operations Manager	CONSULTANTS
Daniel Johnson - remote	Anne Paige, Finance/Administrative Manager	
Vince Koester	Mary Fossos, Project Coordinator, CIPs	GUESTS
Kathleen Quong-Vermeire - remote		

1. CALL TO ORDER

President 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: January 26, 2021

WARRANTS				
Fund Name	Fund No.	Warrant Date	Vouchers	AMOUNT
Maintenance	09-075-0010	02/03/2021	26018 - 26041	\$ 66,862.49
Construction	09-075-3030	02/03/2021	902461 - 902463	\$ 19,999.80

ELECTRONIC FUNDS TRANSFER				
Description	Fund No.	Period Ending	EFT Transfer Date	AMOUNT
Payroll Tax	09-075-0010	01/22/2021	02/03/2021	\$ 30,159.21
Direct Deposit – Payroll	09-075-0010	01/22/2021	01/29/2021	\$ 78,502.84
Dept of Retirement	09-075-0010	01/22/2021	02/01/2021	\$ 24,372.11
Dept of Retirement - Deferred Compensation	09-075-0010	01/22/2021	01/29/2021	\$ 5,145.50
Health Equity (KC-BEN96)	09-075-0010	01/22/2021	01/29/2021	\$ 278.12
Health Equity (KC-BEN105)	09-075-0010	01/22/2021	01/29/2021	\$ 127.03
HRA VEBA (KC-BEN60)	09-075-0010	01/22/2021	01/29/2021	\$ 8,242.80
Department of Revenue – B&O Taxes	09-075-0010	12/31/2020	01/25/2021	\$ 53,676.62

CONSENT AGENDA RESOLUTIONS		
Item #	Resolution #	Description
None		

4. PUBLIC INPUT

No members of the public attended the meeting remotely.

5. RESOLUTIONS/MOTIONS

Resolution 21-2-3A authorizing modifying the purchasing authority of the District. Motion duly made and seconded. After discussion, the motion passed unanimously.

Resolution 21-2-3B authorizing developer extension agreement (Sapphire on Normandy Rd). Motion duly made and seconded. After discussion, the motion passed unanimously.



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5. RESOLUTIONS/MOTIONS

Resolution 21-2-3C authorizing Amendment #1 to Contract #20-60-04 with Carollo Engineers, Inc., for Tasks 1 through 3 for America's Water Infrastructure Act of 2018 Phase II: Emergency Response Plan Update. Motion duly made and seconded. After discussion, the motion passed unanimously.

6. STAFF/COMMISSIONERS/ATTORNEY

Anne Paige

6.1 Year-End Financials – Ongoing.

6.2 Commissioners Timesheets – Anne reminded the Board to list hours on their timesheets for meetings they attend.

Matt Everett

6.3 Finance/Administrative Manager – Matt informed the Board that Anne Paige passed the 6-month probationary period and is doing a great job.


6.4 City of Burien Excise Tax – The District's legal counsel met with City's legal counsel to discuss and determine which District revenue streams are applicable to pass on to the customers. The finance department will set up the billing to Burien customers. The District's first payment to the City is due March 1, 2021.

Dan Johnson

6.5 WASWD Strategic Planning Session (2/2/21) – Dan participated in the session and found it interesting to hear other District's perspectives.

There being no further business of the District, President Fultz concluded the meeting at 9:14 a.m.

BOARD OF COMMISSIONERS



Todd Fultz, President



Polly Daigle, Secretary



Daniel Johnson, Commissioner



Vince Koester, Commissioner



Kathleen Quong-Vermeire, Commissioner