



## Highline Water District Board Workshop Meeting Minutes April 27, 2021

ATTENDEES		(Strikeouts indicate absence)
<b>COMMISSIONERS</b>	<b>HWD STAFF</b>	<b>HWD ATTORNEY(S)</b>
Polly Daigle - remote	Matt Everett, General Manager	
Todd Fultz - remote	Jeremy DelMar, Assistant General Manager	<b>CONSULTANTS</b>
Daniel Johnson - remote	Anne Paige, Finance/Administrative Manager	
Vince Koester	Mary Fossos, Project Coordinator, CIPs	<b>GUESTS</b>
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:		WARRANTS			
Fund Name	Fund No.	Warrant Date	Vouchers	AMOUNT	
Maintenance	09-075-0010	04/28/2021	26301 - 26319	\$ 19,423.06	
Construction	09-075-3030	04/28/2021	902498 - 902506	\$ 386,639.56	
ELECTRONIC FUNDS TRANSFER					
Description	Fund No.	Period Ending	EFT Transfer Date	AMOUNT	
Payroll Tax	09-075-0010	04/16/2021	04/28/2021	\$ 31,347.67	
Direct Deposit— Payroll	09-075-0010	04/16/2021	04/23/2021	\$ 80,422.70	
Dept of Retirement	09-075-0010	04/16/2021	04/26/2021	\$ 24,506.99	
Dept of Retirement - Deferred Compensation	09-075-0010	04/16/2021	04/23/2021	\$ 5,250.50	
Health Equity (KC-BFN96)	09-075-0010	04/16/2021	04/23/2021	\$ 278.12	
Health Equity (KC-BFNIO5)	09-075-0010	04/16/2021	04/23/2021	\$ 127.03	
HRAVEBA(KC-REN6O)	09-075-0010	04/16/2021	04/23/2021	\$ 8,541.88	
Department of Revenue — B&O Taxes	09-075-0010	03/31/2021	04/26/2021	\$ 78,552.81	
CONSENT AGENDA RESOLUTIONS					
Item #	Resolution #	Description			
None					

### 4. PUBLIC INPUT

No members of the public attended the meeting remotely.

### 5. RESOLUTIONS/MOTIONS

No resolutions or motions were presented at the meeting.

### 6. 2021 1ST QUARTER FINANCIAL STATEMENTS

Anne reviewed and discussed with the Board the Statement(s) of Net Position; Revenues, Expenses and Changes in Net Position; and the Sources and Applications of Funds (Budget vs. Actual). Overall, the District is in a healthy financial shape.



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### 6. 2021 1ST QUARTER FINANCIAL STATEMENTS

Jeremy updated the Board on the following Capital Improvement Projects:

Project 16-2 George Landon Pump Station No. 8 – The building is constructed and painted. Electrical work ongoing. One change order for the installation of fire sprinklers. The last connection to the transmission main is scheduled for tomorrow. Jeremy reached out to the City of SeaTac to see if they would like to partner for the paving.

Project 16-6 Mansion Hill Pump Station No. 9 – The station is operational. Surface restoration and several punch list items remain.

Project 18-2 International Blvd @ SR-509 Road Improvements – Atkinson is the contractor for WSDOT. The plan has been revised to construct an overpass over I-5 instead of underpass.

Project 18-5 34<sup>th</sup> Ave S – The project is between S 160<sup>th</sup> to S 166<sup>th</sup> along 34<sup>th</sup> Ave S. The District's 6" AC main conflicts with the city's project and will be upgraded to 12" DI. An interlocal agreement with the City of SeaTac will be presented at a future Board meeting. Construction is anticipated to begin this summer.

Project 19-1 2019 AC Water Main Replacement (North Hill) – The project is 70% complete. Road overlay this summer with the City of Des Moines. Estimated project completion is July.

Project 20-1 Military Road Loop Water Main Replacement – The District crews completed the main replacement. Military Road S was trench patched last week. Work from S 272<sup>nd</sup> St along Star Lake Road remains.

Project 21-1 Des Moines 24<sup>th</sup> Ave S Water Main Replacement – The project is between S 223<sup>rd</sup> to Kent-Des Moines Road on 24<sup>th</sup> Ave S. The District's 12" AC main conflicts with the city's project. The District will enter an Interlocal Agreement this summer with the City of Des Moines.

Project 21-2 SeaTac 32<sup>nd</sup> Ave S Water Main Replacement – The City's design is at 30% level. We have yet to start our design. Will proceed with design later this year.

Project 21-3 Mansion Hill 2.5 MG Reservoir Int/Ext Recoat & Safety Improvements – The District selected Evergreen Coating Engineers and Gray and Osborne for the design. The project will be bid in 2021 and completed in 2022.

King County Parks Mid Lake to Sound Trail – The District has a 16" transmission main in conflict with the project. Portions of the project are in SeaTac and Burien.

### 7. 2020 DRAFT ANNUAL REPORT

Jeremy updated the Board on the draft Annual Report: Items discussed include: the COVID pandemic along with WSDOT and Sound Transit projects contributed to not accomplishing all of the goals that were set for the year. The field crews installed 74 new or replaced services and completed two water main replacement projects. The Mansion Hill 4.5 MG Reservoir project was completed. Discussion ensued. No action taken.



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**8. OTHER**

No other items were presented at the meeting.

There being no further business of the District, President Fultz concluded the meeting at 9:39 a.m.

**BOARD OF COMMISSIONERS**

DocuSigned by:

**Todd Fultz**, President

DocuSigned by:

**Polly Daigle**, Secretary

DocuSigned by:

**Daniel Johnson**, Commissioner

**Vince Koester**, Commissioner

**Kathleen Quong-Vermeire**, Commissioner