



HIGHLINE WATER DISTRICT
Regular Board Meeting Minutes
February 16, 2022

ATTENDEES			(Strikeouts indicate absence)
Commissioners	HWD Staff	HWD Attorney(s)	
Polly Daigle	Matt Everett, General Manager		
Todd Fultz - remote	Jeremy DeMar, Assistant General Manager	CONSULTANTS	
Daniel Johnson - remote	Anne Paige, Finance/Administrative Manager		
Vince Koester	Phil Hite, Operations Manager	GUESTS	
Kathleen Quong-Vermeire	Mary Fossos, Project Coordinator, CIPs		

1. CALL TO ORDER

President Daigle 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:	February 2, 2022				
WARRANTS					
Fund Name	Fund No.	Warrant Date	Vouchers	Total Amount	
Maintenance	09-075-0010	02/09/2022	27240 - 27242	\$ 15,579.88	
Maintenance	09-075-0010	02/02/2022	27243 - 27289	\$ 276,895.56	
Maintenance	09-075-0010	02/16/2022	302698 - 302701	\$ 4,643.86	
Construction	09-075-3030	02/16/2022	902610 - 902610	\$ 10,778.95	
ELECTRONIC FUNDS TRANSFERS					
Description	Fund No.	Period Ending	EFT Transfer Date	Total Amount	
Payroll Tax	09-075-0010	2/04/2022	2/16/2022	\$ 36,372.59	
Direct Deposit – Payroll	09-075-0010	2/04/2022	2/16/2022	\$ 91,643.11	
Dept of Retirement	09-075-0010	2/04/2022	2/14/2022	\$ 21,759.69	
Dept of Retirement - Deferred Compensation	09-075-0010	2/04/2022	2/11/2022	\$ 6,999.00	
Health Equity (KC-BEN105)	09-075-0010	2/04/2022	2/11/2022	\$ 133.69	
HRA VEBA (KC-BEN60)	09-075-0010	2/04/2022	2/11/2022	\$ 10,340.84	
Payroll Tax – Uniform Allowance	09-075-0010	2/04/2022	2/23/2022	\$ 2,462.12	
CONSENT AGENDA RESOLUTIONS					
Item #	Resolution #	Description			
None					

4. PUBLIC INPUT

No members of the public attended the meeting in-person or remotely.



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5. RESOLUTIONS/MOTIONS

Resolution 22-2-16A establishing the 19th of June, recognized as Juneteenth, as a paid holiday for District employees. Motion duly made and seconded. After discussion the motion carried 4 to 1 with Commissioner Koester voting no.

Resolution 22-2-16B commending employee (Greg Wilson) for twenty-five years of service with the District. Motion duly made and seconded. After discussion, the motion carried unanimously.

Resolution 22-2-16C commending employee (Kevin Lord) for fifteen years of service with the District. Motion duly made and seconded. After discussion, the motion carried unanimously.

6. STAFF/COMMISSIONERS/ATTORNEY

Phil Hite

6.1 Star Lake Rd/S 272nd St Water Replacement – District crews have installed the main. Connections this week and restoration scheduled for next week.

6.2 Woodmont Drive/13th Pl S Water Main Replacement – District crews will begin this project in March.

6.3 Main Break – District crews repaired two 8" cast iron main breaks on 4th Ave SW between SW 186th St & SW 191st St. There was no property damage. The water main will likely be a future replacement project.

6.4 McMicken Treatment Plant – Annual preventive maintenance completed. Treatment plant is back on-line.

6.5 Tyee Treatment Plant – Annual preventive maintenance will begin late February, early March.

6.6 Mansion Hill Tank Site Lease – T-Mobile has requested an amendment to the site lease to add antennas. There will be an increase in the annual rental base rate. A resolution will be presented at a future Board meeting.

6.7 Maywood Elementary School Fire (2/15/22) – The District received several alarms at the North Hill Tank and Pump Station No. 7 for water usage during the fire.

Anne Paige

6.8 Financial Year-End Processes – Ongoing.

Matt Everett

6.9 Project 22-2 Huntington Park Water Main Replacement – The District solicited Request for Proposals from four consultants off the MRSC Roster (BHC, Murraysmith, PACE, Stantec) for the design of the water main replacement. The District selected BHC and will present a resolution to authorize a contract at a future Board meeting.



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6. STAFF/COMMISSIONERS/ATTORNEY

- 6.10 Project 21-2 32nd Ave S Water Main Replacement - The City of SeaTac will be performing a road improvement project along 32 Ave S from S 170th St to S 180th St and along S 180th St from 32nd Ave S to the Bow Lake Trailer Park. The District has approximately 5,000 LF of existing CI and AC water mains that will need to be replaced/relocated to accommodate the City work. The project is identified in our CIP as Project 21-2 and we have budgeted \$2.15M for 2022-2024 for design and construction. The City hired KPG to design the road work. We intend to piggyback on the City contract and select KPG to design the water work. We are in the final stages of negotiating a contract with KPG and anticipate bringing a resolution to approve the consultant agreement before the Board at an upcoming meeting. The estimated design fee for KPG is \$150K.
- 6.11 Project 18-2 International Blvd @ SR 509 Road Improvements (Stage 2) – The District will present a resolution at a future Board meeting to authorize a contract with PACE to handle utility conflicts.
- 6.12 Vacation – Matt will be on vacation next week (2/21/22 – 2/25/22).

There being no further business of the District, President Daigle concluded the meeting at 9:16 a.m.

BOARD OF COMMISSIONERS

DocuSigned by:

Polly Daigle

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Polly Daigle, President

DocuSigned by:

Daniel Johnson

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Daniel Johnson, Secretary

DocuSigned by:

Todd Fultz

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Todd Fultz, Commissioner

DocuSigned by:

Vince Koester

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Vince Koester, Commissioner

DocuSigned by:

Kathleen Quong-Vermeire

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Kathleen Quong-Vermeire, Commissioner