



Highline Water District Regular Board Meeting Minutes May 19, 2021

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

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: May 5, 2021		WARRANTS			
Fund Name	Fund No.	Warrant Date	Vouchers	AMOUNT	
Maintenance	09-075-0010	05/12/2021	26339 - 26340	\$	8,321.83
Construction	09-075-3030	05/12/2021	902511 - 902511	\$	209.69
Maintenance	09-075-0010	05/19/2021	26341 - 26394	\$	353,425.09
Construction	09-075-3030	05/19/2021	902512 - 902520	\$	26,338.54
ELECTRONIC FUNDS TRANSFERS					
Description	Fund No.	Period Ending	EFT Transfer Date	Total Amount	
Payroll Tax	09-075-0010	04/30/2021	05/12/2021	\$	30,969.71
Direct Deposit - Payroll	09-075-0010	04/30/2021	05/07/2021	\$	80,345.46
Dept of Retirement	09-075-0010	04/30/2021	05/10/2021	\$	23,700.95
Dept of Retirement - Deferred Compensation	09-075-0010	04/30/2021	05/07/2021	\$	5,250.50
Health Equity (KC-BEN96)	09-075-0010	04/30/2021	05/07/2021	\$	278.12
Health Equity (KC-BEN105)	09-075-0010	04/30/2021	05/07/2021	\$	127.03
HRA VEBA (KC-BEN60)	09-075-0010	04/30/2021	05/07/2021	\$	8,541.88

CONSENT AGENDA RESOLUTIONS

Item #	Resolution #	Description
None		

4. PUBLIC INPUT

No members of the public attended the meeting remotely.



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5. RESOLUTIONS/MOTIONS

Resolution 21-5-19A authorizing developer extension agreement (Time-GMC Projects). Motion duly made and seconded. After discussion, the motion carried unanimously.

Motion 21-5-19(1) duly made and seconded authorizing an amendment to the District's contract with Puget Sound Energy for an increase in electrical connection and installation fees by \$40,000 for necessary electrical upgrades to the George Landon Pump Station No. 8 and authorize staff to sign any necessary paperwork. After discussion, the motion carried unanimously. Reference Item 6.4.

6. STAFF/COMMISSIONERS/ATTORNEY

Anne Paige

6.1 2020 Financial Audit Report – The report will be sent to the State Auditor by May 28, 2021. Anne will email a copy of the report to the Board.

Jeremy DelMar

6.2 Executive Session – The District will hold an executive session at the 5/25/21 Board Workshop to discuss the draft Federal Way Franchise Agreement.

6.3 Employee Update – The District's current Construction Observer resigned to pursue other opportunities. The District will replace the personnel with a Senior Utility Worker who has been cross training in the position for the last year. Two other employees will begin cross-training in construction observation. The District will advertise for a utility worker position next week.

6.4 16-2 George Landon Pump Station No. 8 – Resolution 18-8-28A authorized Puget Sound Energy (PSE) to provide power to the site. PSE has recalculated the costs and it has been determined the station demands require additional electrical equipment. The original contract was \$32,557.59. Jeremy requested a motion for the Board to authorize an amendment to the contract for the necessary electrical upgrades to increase the authorized amount by \$40,000 to a new total of \$72,557.59. Action Taken: Reference Item 5, Motion 21-5-19(1).

Matt Everett

6.5 Operations Manager Position – The advertisement for the position was posted at multiple publications. Applications must be received by 5/28/21 for applicants to be considered for first review.

6.6 Seattle Operating Board – The ongoing discussions for amending contracts with purveyors has been helpful and informative. Commissioner Quong-Vermeire agreed.



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

BOARD OF COMMISSIONERS

DocuSigned by:


Todd Fultz, President

DocuSigned by:


Polly Daigle, Secretary

DocuSigned by:


Daniel Johnson, Commissioner



Vince Koester, Commissioner

DocuSigned by:


Kathleen Quong-Vermeire, Commissioner