



Highline Water District Regular Board Meeting Minutes March 18, 2020

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

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: March 4, 2020				
WARRANTS				
Fund Name	Fund No.	Warrant Date	Vouchers	AMOUNT
Maintenance	09-075-0010	03/18/2020*	24903 - 24944	\$ 479,145.12
Construction	09-075-3030	03/18/2020*	902343 - 902345	\$ 269,659.19
ELECTRONIC FUNDS TRANSFERS				
Description	Fund No.	Period Ending	EFT Transfer Date	AMOUNT
Payroll Tax	09-075-0010	03/06/2020	03/18/2020	\$ 29,993.40
Direct Deposit – Payroll	09-075-0010	03/06/2020	03/13/2020	\$ 79,869.49
Dept of Retirement	09-075-0010	03/06/2020	03/16/2020	\$ 23,398.81
Dept of Retirement - Deferred Compensation	09-075-0010	03/06/2020	03/13/2020	\$ 3,175.00
Health Equity (KC-BEN96)	09-075-0010	03/06/2020	03/13/2020	\$ 279.16
Health Equity (KC-BEN105)	09-075-0010	03/06/2020	03/13/2020	\$ 124.52
HRA VEBA (KC-BEN60)	09-075-0010	03/06/2020	03/13/2020	\$ 4,061.64
<i>*Check date had to be changed due to King County's emergency response to the Coronavirus/COVID-19 threat that restricts warrant pick-up to Wednesday's only until further notice.</i>				
CONSENT AGENDA RESOLUTIONS				
Item #	Resolution #	Description		
None				

4. PUBLIC INPUT

No members attended the meeting.

5. RESOLUTIONS/MOTIONS

Resolution 20-3-18A authorizing Consulting Services Agreement #20-60-04 with Carollo Engineers, Inc. to complete Phase 1 of the Risk and Resilience Assessment and Emergency Response Plan update per the requirements of America's Water Infrastructure Act of 2018. Motion duly made and seconded. After discussion the motion carried unanimously.



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5. RESOLUTIONS/MOTIONS

Motion 20-3-18(1) duly made and seconded authorizing the General Manager to execute the WASWD Retrospective Rating Plan Agreement on behalf of the District. After discussion, the motion passed 3 to 2 with Commissioners' Johnson and Daigle voting no.

Motion 20-3-18(2) duly made and seconded authorizing the District to grant up to 10 additional sick days to employees relating to time off due to the COVID-19 virus and authorizing the District to alternate weekly, two (2) work team, (each team comprised of half the staff). After discussion, the motion carried unanimously.

6. STAFF/COMMISSIONERS/ATTORNEY

Jeremy DelMar

6.1 Project 16-2 George Landon Pump Station No. 8/Project 16-6 Mansion Hill Pump Station No. 9
The bid opening will be held at the District headquarters on March 24, 2020 at 2:00 pm. There are currently 10 potential bidders.

Debbie Prior

6.2 King County Check Date - Due to King County's emergency response to the Coronavirus/COVID-19 threat, the District's check date had to be changed and restricts warrants printing to once per week on Monday and they will be mailed on Wednesday's only until further notice.

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 Daigle, Commissioner



Daniel Johnson, Commissioner



Kathleen Quong-Vermeire, Commissioner