



Highline Water District Regular Board Meeting Minutes May 20, 2020

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

1. CALL TO ORDER

President Koester called the meeting to order at 9:02 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	05/20/2020	25090 - 25138	\$ 319,908.17	
Construction	09-075-3030	05/20/2020	902365 - 902368	\$ 45,594.22	
ELECTRONIC FUNDS TRANSFER					
Description	Fund No.	Period Ending	EFT Transfer Date	AMOUNT	
Payroll Tax	09-075-0010	05/01/2020	05/13/2020	\$ 28,660.79	
Direct Deposit – Payroll	09-075-0010	05/01/2020	05/08/2020	\$ 77,823.89	
Dept of Retirement	09-075-0010	05/01/2020	05/11/2020	\$ 22,673.68	
Dept of Retirement - Deferred Compensation	09-075-0010	05/01/2020	05/08/2020	\$ 3,275.00	
Health Equity (KC-BEN96)	09-075-0010	05/01/2020	05/08/2020	\$ 279.16	
Health Equity (KC-BEN105)	09-075-0010	05/01/2020	05/08/2020	\$ 124.52	
HRA VEBA (KC-BEN60)	09-075-0010	05/01/2020	05/08/2020	\$ 3,349.98	

CONSENT AGENDA RESOLUTIONS		
Item #	Resolution #	Description
None		

4. PUBLIC INPUT

No members attended the meeting.

5. RESOLUTIONS/MOTIONS

Resolution 20-5-20A authorizing Interlocal Agreement between Highline Water District and the Washington State Department of Transportation (WSDOT) relating to HWD Project 18-2 International Blvd @ SR 509 Road Improvements. Motion duly made and seconded. After discussion the motion carried unanimously.



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5. RESOLUTIONS/MOTIONS

Resolution 20-5-20B authorizing General Engineering Services Contract #20-50-10 with PACE Engineers, Inc. General Engineering Services Contract #20-50-10 with PACE Engineers, Inc. Motion duly made and seconded. After discussion the motion carried unanimously.

Resolution 20-5-20C authorizing Consulting Services Agreement #20-60-11 with PACE Engineers, Inc. for the Military Road Loop Replacements. Motion duly made and seconded. After discussion the motion carried unanimously.

Motion 20-5-20(1) duly made and seconded authorizing purchase of new GEMS server software and Harris services for a not-to-exceed amount of \$19,800.00 plus tax. After discussion, the motion carried unanimously. Reference Item 6.3.

6. OTHER

Jeremy DelMar

6.1 Project 16-6 Pump Station No. 9 - RH2 Engineering, Inc. requested additional compensation for design services. A resolution to amend RH2's contract #16-60-09 will be presented at the 5/26/20 Board Workshop. The cost will be reimbursed by Sound Transit.

6.2 Sound Transit Federal Way Link Extension (FWLE) - Sound Transit notified the District that they will begin work on the FWLE at the District's Headquarters. The District will discuss with Midway Sewer District parking accommodations for employees and customers.

Debbie Prior

6.3 GEMS Software Server Update - The current GEMS software server is running on Windows 8 which is obsolete, and new software and service from Harris is required. The cost is \$19,800.00 plus tax. Debbie asked the Board for a motion to approve the expense. Action Taken: Reference Item 5 - Motion 20-5-20(1).

Matt Everett

6.4 Fraudulent Unemployment Claims - Five fraudulent unemployment claims were filed targeting District employees. The District has notified the appropriate agencies.

6.5 Board Documents - Matt requested the Commissioners come to the District this week to sign the required documents for the Board meetings that were held remotely.

6.6 Staff Schedules - As of 5/18/20, employees have resumed their regular work schedules.



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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