



## Highline Water District Regular Board Meeting Minutes July 15, 2020

<b>ATTENDEES</b>			(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, Engr./Operations Mgr.	<b>CONSULTANTS</b>	
Daniel Johnson-Remote	Debra Prior, Administrative Manager		
Vince Koester	Mary Fossos, Project Coordinator, CIPs	<b>VISITORS</b>	
Kathleen Quong-Vermeire - Remote			

### 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.

<b>Minutes:</b>	July 1, 2020				
WARRANTS					
Fund Name	Fund No.	Warrant Date	Vouchers	AMOUNT	
Maintenance	09-075-0010	07/15/2020	25269 - 25223	\$ 220,173.23	
Construction	09-075-3030	07/15/2020	902386 - 902393	\$ 38,012.23	
ELECTRONIC FUNDS TRANSFER					
Description	Fund No.	Period Ending	EFT Transfer Date	AMOUNT	
Payroll Tax	09-075-0010	06/26/2020	07/08/2020	\$ 29,921.20	
Direct Deposit – Payroll	09-075-0010	06/26/2020	07/03/2020	\$ 79,945.00	
Dept of Retirement	09-075-0010	06/26/2020	07/07/2020	\$ 22,681.24	
Dept of Retirement - Deferred Compensation	09-075-0010	06/26/2020	07/06/2020	\$ 3,310.00	
Health Equity (KC-BEN96)	09-075-0010	06/26/2020	07/03/2020	\$ 279.16	
Health Equity (KC-BEN105)	09-075-0010	06/26/2020	07/03/2020	\$ 124.52	
HRA VEBA (KC-BEN60)	09-075-0010	06/26/2020	07/03/2020	\$ 3,324.98	

<b>CONSENT AGENDA RESOLUTIONS</b>		
Item #	Resolution #	Description
None		

### 4. PUBLIC INPUT

No members of the public attended the meeting.



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**5. RESOLUTIONS/MOTIONS**

Motion 20-7-15(1) duly made and seconded to authorize sending a letter to Clearwire and their successors to terminate the current Communications Site Use and License Agreement at the McMicken Tank Site and to authorize renegotiation of a new site lease with T-Mobile if requested by the cell company. After discussion the motion passed unanimously.

**6. STAFF/COMMISSIONERS/ATTORNEY**

**Jeremy DelMar**

6.1 Small Site Asphalt & Concrete Repairs Contract - The current contract with Evergreen Asphalt is nearing the maximum authorized amount. The District sent a Request for Proposals to contractors on the District's MRSC Roster for a new contract. A resolution to award a new contract will be presented to the Board in August.

6.2 New Service Truck - The truck was purchased through the state bid and was included in the District's 2020 Capital Asset Budget. District staff developed specifications and will solicit proposals from vendors to manufacture a service truck body through a public bid. A resolution to authorize the purchase will be presented to the Commissioners at a future Board meeting.

6.3 Clearwire (Sprint) Communication Site Use and License Agreement - In 2006 the District entered into a site lease agreement (McMicken) with Clearwire for a maximum 25-year lease with five-year provisions for termination with notice. In 2017 Sprint, successor to the lease, entered into contract negotiations with the District to renegotiate terms and add equipment. A public hearing was held in October 2019 and by passage of Resolution 19-10-29A, the Board authorized the new site lease. Sprint has now been acquired by T-Mobile who has failed to execute the new lease. Staff requests a motion of the Board to authorize sending a letter to Clearwire, Sprint and T-Mobile to terminate the current lease and if requested by T-Mobile, to renegotiate a new lease. Action Taken: Reference Item No. 5, Motion 20-7-15(1).

**Debbie Prior**

6.4 2nd Quarter Financials - A draft copy of the financial statements will be emailed to the Commissioners and will be discussed at the 8/5/20 Board meeting.

**Matt Everett**

6.5 New Hires - Finance/Administrative Manager - Anne Paige; Utility Worker - James Ibanez. Selection for a second utility worker position is ongoing.



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There being no further business of the District, President Koester concluded the meeting at 9:17 a.m.

**BOARD OF COMMISSIONERS**

**Vince Koester**, President

**Todd Fultz**, Secretary

**Polly Daigle**, Commissioner

**Daniel Johnson**, Commissioner

**Kathleen Quong-Vermeire**, Commissioner