



Highline Water District Board Workshop Meeting Minutes July 28, 2020

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

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:	July 15, 2020				
WARRANTS					
Fund Name	Fund No.	Warrant Date	Vouchers	AMOUNT	
Maintenance	09-075-0010	07/22/2020	25324 - 25327	\$ 107,927.74	
Maintenance	09-075-0010	07/29/2020	25328 - 25367	\$ 555,453.24	
Construction	09-075-3030	07/29/2020	902394 - 902399	\$ 808,716.76	
ELECTRONIC FUNDS TRANSFER					
Description	Fund No.	Period Ending	EFT Transfer Date	AMOUNT	
Payroll Tax	09-075-0010	07/10/2020	07/22/2020	\$ 27,878.62	
Direct Deposit – Payroll	09-075-0010	07/10/2020	07/17/2020	\$ 73,263.04	
Dept of Retirement	09-075-0010	07/10/2020	07/21/2020	\$ 22,061.01	
Dept of Retirement - Deferred Compensation	09-075-0010	07/10/2020	07/20/2020	\$ 3,410.00	
Health Equity (KC-BEN96)	09-075-0010	07/10/2020	07/17/2020	\$ 279.16	
Health Equity (KC-BEN105)	09-075-0010	07/10/2020	07/17/2020	\$ 124.52	
HRA VEBA (KC-BEN60)	09-075-0010	07/10/2020	07/17/2020	\$ 3,324.98	
Department of Revenue – B&O Taxes	09-075-0010	06/30/2020	07/27/2020	\$ 65,472.14	
Dept of Licensing–Dyed Diesel Fuel User Tax	09-075-0010	06/30/2020	07/15/2020	\$ 258.93	

CONSENT AGENDA RESOLUTIONS		
Item #	Resolution #	Description
3.1	20-7-28C	Accept Developer Extension as Complete (Tukwila Fire Station #51)

4. PUBLIC INPUT

No members of the public attended the meeting.



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5. RESOLUTIONS/MOTIONS

Resolution 20-7-28A establishing a Delinquent Account Payment Plan to assist district customers impacted by the COVID-19 emergency. Motion duly made and seconded. After discussion the motion carried unanimously.

Resolution 20-7-28B authorizing Developer Extension Agreement (Stafford Meadows). Motion duly made and seconded. After discussion the motion carried unanimously.

Resolution 20-7-28C accepting Developer Extension Agreement as complete (Tukwila Fire Station #51). This resolution was approved under the consent agenda.

6. OTHER

Jeremy DelMar

- 6.1 Project 16-3 Mansion Hill Reservoir Relocation - The project will be substantially complete by the end of the week.
- 6.2 Project 16-6 Mansion Hill Pump Station #9 - McClure & Sons, Inc. (contractor) has mobilized on the site and will begin excavating for the foundation.
- 6.3 Sound Transit Federal Way Extension Link (Task Order #4) - The Board of Commissioners passed Resolution 19-6-19C declaring an emergency for District Bridge Work and Temporary Bypass. The District will enter into negotiations with Kiewit for the design-build of the temporary by-pass on Highway 99. Discussion ensued. No action taken.
- 6.4 Sound Transit Mansion Hill Site Property Purchase - A resolution to accept Sound Transit's offer for the property will be presented to the Commissioners for their consideration at a future Board meeting.
- 6.5 Sound Transit Purchase of HWD Office Property - The District will resume discussions of Sound Transit's purchase offer in an executive session once the Board can meet in person.
- 6.6 Tyee Well Update - Jeremy responded to the Board's inquiry that the well is producing 500 gpm and is operating as designed. Staff will continue to monitor production.

Matt Everett

- 6.7 NorthStar Billing System - The 2008 Microsoft server for NorthStar is no longer supported by Microsoft and needs to be replaced. The approximate cost to transfer the billing data to a new server is \$70,000. A resolution will be presented at the 8/5/20 Board meeting.

Greg Wilson

- 6.8 Delinquent Accounts - Greg informed the Board that the delinquent accounts rate is at 8.7% and is approximately 10% for the year to date.



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There being no further business of the District, President Koester concluded the meeting at 9:31 a.m.

BOARD OF COMMISSIONERS



Vince Koester, President



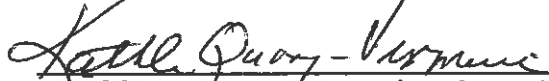
Todd Fultz, Secretary



Polly Daigle, Commissioner



Daniel Johnson, Commissioner



Kathleen Quong-Vermeire, Commissioner