



**Highline Water District  
Regular Board Meeting Minutes  
May 6, 2020**

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

**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>	April 28, 2020			
<b>WARRANTS</b>				
<b>Fund Name</b>	<b>Fund No.</b>	<b>Warrant Date</b>	<b>Vouchers</b>	<b>AMOUNT</b>
Maintenance	09-075-0010	05/06/2020	25066 - 25089	\$ 314,566.33
Construction	09-075-3030	05/06/2020	902363 - 902364	\$ 781.76
<b>CONSENT AGENDA RESOLUTIONS</b>				
<b>Item #</b>	<b>Resolution #</b>	<b>Description</b>		
None				

**4. PUBLIC INPUT**

No members attended the meeting.

**5. RESOLUTIONS/MOTIONS**

Motion 20-5-6(1) duly made and seconded authorizing the General Manager to add Highline Water District to a WASWD letter being sent to Washington Congressional Delegation in support of Water/Wastewater assistance due to the COVID-19 pandemic. After discussion, the motion carried unanimously. Reference Item 6.3.

**6. OTHER**

**Debbie Prior**

6.1 Annual Report - The annual report to the state auditor will be filed on 5/30/20.

**Matt Everett**

6.2 WSDOT ILA for SR509 Phase 1B - WSDOT's project includes multiple water main projects. The approximate cost for the District's work is \$3.5 million. The Board thanked Jeremy for his efforts.



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**6. OTHER**

- 6.3 Request to WA Congressional Delegation (COVID-19 Water/Wastewater Assistance) - Matt asked the Board if they would consider authorizing HWD as a signatory to a WASWD letter being sent to the Washington Congressional Delegation in support of assisting lost revenues to utilities and assistance for low income customers due to the COVID-19 pandemic. Action Taken: Reference Item 5-Motion 20-5-6(1).
- 6.4 On-Call Engineering Services Contract - A resolution to authorize a contract with PACE Engineers for on-call engineering services will be presented at the 5/20/20 Board meeting.
- 6.5 Employee Retirement - Debbie Prior, Administrative Manager, has verbally submitted her plans with last full-time date of 7/3/20, then possibly work part time for the remainder of 2020 to assist with the transition.
- 6.6 Alternating Staff Work Teams - Employees will resume their regular schedules on 5/18/20.

There being no further business of the District, President Koester concluded the meeting at 9:19 a.m.

**BOARD OF COMMISSIONERS**

  
Vince Koester, President

  
Todd Fultz, Secretary

  
Polly Daigle, Commissioner

  
Daniel Johnson, Commissioner

  
Kathleen Quong-Vermeire, Commissioner