



Highline Water District Regular Board Meeting Minutes October 7, 2020

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

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:	September 22, 2020				
WARRANTS					
Fund Name	Fund No.	Warrant Date	Vouchers	AMOUNT	
Maintenance	09-075-0010	10/07/2020	25571 - 25606	\$ 790,063.68	
Construction	09-075-3030	10/07/2020	902421 - 902424	\$ 12,320.90	
WARRANTS					
Description	Fund No.	Period Ending	EFT Transfer Date	AMOUNT	
Payroll Tax	09-075-0010	09/18/2020	09/30/2020	\$ 29,341.81	
Direct Deposit – Payroll	09-075-0010	09/18/2020	09/25/2020	\$ 80,158.72	
Dept of Retirement	09-075-0010	09/18/2020	09/28/2020	\$ 24,032.19	
Dept of Retirement - Deferred Compensation	09-075-0010	09/18/2020	09/25/2020	\$ 3,122.50	
Health Equity (KC-BEN96)	09-075-0010	09/18/2020	09/25/2020	\$ 279.16	
Health Equity (KC-BEN105)	09-075-0010	09/18/2020	09/25/2020	\$ 124.52	
HRA VEBA (KC-BEN60)	09-075-0010	09/18/2020	09/25/2020	\$ 4,344.14	
Dept of Labor & Industries	09-075-0010	09/30/2020	10/23/2020	\$ 8,108.27	
CONSENT AGENDA RESOLUTIONS					
Item #	Resolution #	Description			
3.1	20-10-7E	Resolution accepting developer extension as complete (Cottage Inn and Suites)			

4. PUBLIC INPUT

No members of the public attended the meeting.

5. RESOLUTIONS/MOTIONS

Resolution 20-10-7A accepting as complete Contract #19-50-21 with Ceccanti, Inc. relating to Project 19-4 S 216th Street Emergency Water Main Replacement. Motion duly made and seconded. After discussion the motion carried unanimously.



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5. RESOLUTIONS/MOTIONS

Resolution 20-10-7B authorizing developer extension agreement (Pointe by Vintage – 22837 Pacific Hwy S, Des Moines, WA). Motion duly made and seconded. After discussion the motion carried unanimously.

Resolution 20-10-7C authorizing the General Manager or designee the authority to grant use of light duty work or paid administrative leave for employees who experience an on-the-job injury resulting in a time loss Labor and Industry Claim. Motion duly made and seconded. After discussion the motion carried unanimously.

Resolution 20-10-7D commending employee (Dave Stanley) for thirty-five years of service. Motion duly made and seconded. After discussion the motion carried unanimously.

Resolution 20-10-7E accepting developer extension as complete (Cottage Inn and Suites) was approved under the consent agenda.

6. OTHER

Jeremy DelMar

6.1 Sound Transit Federal Way Link Extension – The contractor Kiewit is doing electrical work on 30th Ave S in front of the District's office.

6.2 International Blvd @ SR509 Road Improvements – Kiewit is doing storm work this weekend for relocation of the District's water main. A temporary bypass of the District's water main at approximately S 206th St, east of International Blvd, will be constructed to allow for bridge construction.

Anne Paige

6.3 State Audit - The audit is going well. The audit will be completed in approximately two weeks.

6.4 Accounting Specialist Position - The District has placed advertisements for the position. Managers are reviewing the applications and will schedule interviews within the next two weeks.

Matt Everett


6.5 Remote meetings have been extended through 11/9/20. President Koester would like to send a letter to Governor Inslee on behalf of the Board of Commissioners to allow public meetings to resume.



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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



Potty Daigle, Commissioner



Daniel Johnson, Commissioner



Kathleen Quong-Vermeire, Commissioner