



**Highline Water District
Regular Board Meeting Minutes
October 21, 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:	October 7, 2020				
WARRANTS					
Fund Name	Fund No.	Warrant Date	Vouchers	AMOUNT	
Maintenance	09-075-0010	10/14/2020	25607 - 25609	\$ 181,124.25	
Maintenance	09-075-0010	10/21/2020	25610 - 25676	\$ 225,494.87	
Construction	09-075-3030	10/21/2020	902425 - 902430	\$ 441,505.18	
WARRANTS					
Description	Fund No.	Period Ending	EFT Transfer Date	AMOUNT	
Payroll Tax	09-075-0010	10/02/2020	10/14/2020	\$ 30,558.27	
Direct Deposit – Payroll	09-075-0010	10/02/2020	10/09/2020	\$ 83,552.26	
Dept of Retirement	09-075-0010	10/02/2020	10/16/2020	\$ 24,291.56	
Dept of Retirement - Deferred Compensation	09-075-0010	10/02/2020	10/09/2020	\$ 3,122.50	
Health Equity (KC-BEN96)	09-075-0010	10/02/2020	10/09/2020	\$ 279.16	
Health Equity (KC-BEN105)	09-075-0010	10/02/2020	10/09/2020	\$ 124.52	
HRA VEBA (KC-BEN60)	09-075-0010	10/02/2020	10/09/2020	\$ 4,344.14	
Dept of Licensing–Dyed Diesel Fuel User Tax	09-075-0010	09/30/2020	10/09/2020	\$ 473.94	
CONSENT AGENDA RESOLUTIONS					
Item #	Resolution #	Description			
None					

4. PUBLIC INPUT

No members of the public joined the meeting remotely.

5. RESOLUTIONS/MOTIONS

Resolution 20-10-21A authorizing developer extension agreement (Blueberry Lane III). Motion duly made and seconded. After discussion the motion carried unanimously.



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5. RESOLUTIONS/MOTIONS

Resolution 20-10-21B authorizing the General Manager to close the Federal Way Excise Tax Collections Fund with the King County Department of Finance. Motion duly made and seconded. After discussion the motion carried unanimously.

6. OTHER

Jeremy DelMar

6.1 Developer Extension (DE) Design and Construction Standards and Specifications – Jeremy discussed the standards and specifications with the Board. The document was developed to guide developers through the process. The standards include updated standard details and an approved materials list. A resolution to adopt the Developer Extension Design and Construction Standards and Specifications will be presented at the 10/27/20 Board Workshop.

6.2 Real Estate Purchase and Sale Agreement with Sound Transit (Mansion Hill) – A resolution to finalize the sale of a portion of the District's property at the Mansion Hill tank site for the Federal Way Link Extension will be presented at the 10/27/20 Board Workshop.

Anne Paige

6.3 Accounting Specialist Position – Interviews for six applicants selected will be held on Friday, October 23, 2020.

Debbie Prior

6.4 State Audit – The financial audit is complete. The accountability audit is ongoing and should be completed soon. The exit conference will be scheduled upon completion of the audit.

Matt Everett

6.5 Remote Meetings – The Board of Commissioners reviewed a letter by President Vince Koester to Governor Inslee requesting that in-person public meetings resume as of 11/10/20. There were no objections to sending the letter.

6.6 Burien Utility Tax – A proposed 8% utility tax on water and sewer districts on all gross revenue will be on the agenda for consideration at the City Council Regular Meeting on November 2, 2020.

6.7 WASWD Managers Meeting 10/13/20 – One item discussed was the CARES Act which provides for payments to State and Local governments dealing with the impact of the COVID-19 outbreak. The Customer Service Supervisor will call the seven cities in the District's service area to determine if they have funds available for ratepayers having difficulty paying their water bills due to COVID-19.

Kathleen Quong-Vermeire


6.8 Fire Suppression – Kathleen asked Matt to schedule a discussion on whether to charge cities for fire suppression at a future Board meeting.



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There being no further business of the District, President Koester concluded the meeting at 9:33 a.m.


BOARD OF COMMISSIONERS



Vince Koester, President



Todd Fultz, Secretary



Polly Daigle, Commissioner



Daniel Johnson, Commissioner



Kathleen Quong-Vermeire, Commissioner