



## Highline Water District Regular Board Meeting Minutes January 6, 2021

<b>ATTENDEES</b>		(Strikeouts indicate absence)
<b>COMMISSIONERS</b> Polly Daigle - remote Todd Fultz - remote Daniel Johnson- remote Vince Koester Kathleen Quong-Vermeire -remote	<b>HWD STAFF</b> Matt Everett, General Manager Jeremy DelMar, Engr./Operations Mgr. Debra Prior, Outgoing Finance/Administrative Mgr. - remote Anne Paige, Finance/Administrative Manager Mary Fossos, Project Coordinator, CIPs	<b>HWD ATTORNEY(S)</b>  <b>CONSULTANTS</b>  <b>GUESTS</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>	December 16, 2020			
WARRANTS				
Fund Name	Fund No.	Warrant Date	Vouchers	AMOUNT
Maintenance	09-075-0010	12/23/2020	25880 - 25910	\$ 46,050.88
Construction	09-075-3030	12/23/2020	902445 - 902447	\$ 82,013.48
Maintenance	09-075-0010	01/06/2021	25911 - 25947	\$ 116,698.09
Construction	09-075-3030	01/06/2021	902448 - 902450	\$ 39,906.77
ELECTRONIC FUNDS TRANSFERS				
Description	Fund No.	Period Ending	EFT Transfer Date	AMOUNT
Payroll Tax	09-075-0010	12/11/2020	12/23/2020	\$ 28,755.26
Direct Deposit – Payroll	09-075-0010	12/11/2020	12/18/2020	\$ 81,109.41
Dept of Retirement	09-075-0010	12/11/2020	12/21/2020	\$ 24,319.41
Dept of Retirement - Deferred Compensation	09-075-0010	12/11/2020	12/18/2020	\$ 4,270.00
Health Equity (KC-BEN96)	09-075-0010	12/11/2020	12/18/2020	\$ 279.16
Health Equity (KC-BEN105)	09-075-0010	12/11/2020	12/18/2020	\$ 124.52
HRA VEBA (KC-BEN60)	09-075-0010	12/11/2020	12/18/2020	\$ 4,369.14
Payroll Tax	09-075-0010	12/25/2020	01/06/2021	\$ 30,255.07
Direct Deposit – Payroll	09-075-0010	12/25/2020	12/31/2020	\$ 85,520.67
Dept of Retirement	09-075-0010	12/25/2020	12/31/2020	\$ 24,504.51
Department of Revenue – B&O Taxes	09-075-0010	11/30/2020	12/28/2020	\$ 87,321.15
CONSENT AGENDA RESOLUTIONS				
Item #	Resolution #	Description		
None				

**4. PUBLIC INPUT**

No members of the public attended the meeting remotely.

**5. RESOLUTIONS**

Resolution 20-1-6A electing the President of the Board of Commissioners. Motion duly made and seconded nominating Commissioner Todd Fultz to serve as President of the Board in 2021. After discussion the motion carried unanimously.



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**5. RESOLUTIONS**

Resolution 20-1-6B electing the Secretary of the Board of Commissioners. Motion duly made and seconded nominating Commissioner Polly Daigle to serve as Secretary of the Board in 2021. After discussion the motion carried unanimously.

Resolution 20-1-6C authorizing rejecting all bids for Project 20-1 Military Road Loop Water Main Replacement. Motion duly made and seconded. After discussion the motion carried unanimously.

Resolution 20-1-6D commending Commissioner Vince Koester for twenty years of service with the District. Motion duly made and seconded. After discussion the motion carried unanimously.

**6. COMMISSIONERS/STAFF/ATTORNEY**

**Anne Paige**

6.1 HWDC Title 2 – Officers and Administration - The Board received a copy of the Commissioners' Code of Ethics (2.04.075) for their annual review.

**Jeremy DelMar**

6.2 Vulnerability Assessment – Staff is reviewing the completed Vulnerability Assessment prepared by Carollo Engineers in compliance with the America's Water Infrastructure Act (AWIA). The District must now update its Emergency Response Plan by June 30, 2021. A resolution to authorize a contract amendment with Carollo Engineers to assist the District with the update will be presented at a future Board meeting.

**Matt Everett**

6.3 WASWD Zoom Tutorial for Commissioners/Commissioners' Workshop – A webinar will be presented on Wednesday, 1/13/21 at 10:00 am to assist Commissioners that plan to attend the Virtual Commissioners' Workshop on Friday, 1/22/21. Commissioners' Daigle, Fultz, Johnson, and Quong-Vermeire will be registered to attend the Workshop.

6.4 Seattle-Partial Requirements Contract with HWD – Seattle Public Utilities have proposed amendments per the contract terms after 20 years into the 60-year contract. The parties will meet to consider the proposal. Negotiations can take up to a year or more.

**Debbie Prior**

6.5 Commissioners Records Management Courses – Debbie informed Commissioners' Fultz, Johnson and Koester that they need to complete one more course on records management to be compliant with RCW 40.14.

6.6 Debbie's Retirement – Debbie attended her last Board meeting today. Debbie thanked the Board and managers for their support. The Commissioners thanked Debbie for her professionalism and clean audits.

**Polly Daigle**

6.7 Emergency Funding Cares Act – Commissioner Daigle asked Matt if the District participated in the Cares Act to help customers in need. Matt stated that the funding was tied to federal regulations and did not include Districts in the appropriation. The District has referred customers to the City where they reside as they have been appropriated the funds. The District pushed out late charges on past due accounts to the end of April 2021 to assist customers and meet the Washington State Governor's proclamations.




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**Vince Koester**


6.8 20 Years of Service - Commissioner Koester thanked the District for acknowledging his 20 years of service.

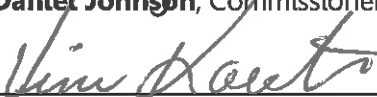
There being no further business of the District, newly elected President Fultz concluded the meeting at 9:26 a.m.


**BOARD OF COMMISSIONERS**

  
\_\_\_\_\_  
**Todd Fultz**, President

  
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**Polly Dalgte**, Secretary

  
\_\_\_\_\_  
**Daniel Johnson**, Commissioner

  
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**Vince Koester**, Commissioner

  
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**Kathleen Quong-Vermeire**, Commissioner