



## Highline Water District Regular Board Meeting Minutes March 3, 2021

| <b>ATTENDEES</b>   |  | (Strikeouts indicate absence)   |
|--|--|---|
| <b>COMMISSIONERS</b><br>Polly Daigle - remote<br>Todd Fultz - remote<br>Daniel Johnson - remote<br>Vince Koester<br>Kathleen Quong-Vermeire - remote | <b>HWD STAFF</b><br>Matt Everett, General Manager<br>Jeremy DelMar, Engineering and Operations Manager<br>Anne Paige, Finance/Administrative Manager<br>Mary Fossos, Project Coordinator, CIPs | <b>HWD ATTORNEY(S)</b><br><br><b>CONSULTANTS</b><br><br><b>GUESTS</b> |

**1. CALL TO ORDER**

President Fultz 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>                           | February 23, 2021 |               |                   |               |
|---|-------------------|---------------|-------------------|---------------|
| WARRANTS                                  |                   |               |                   |               |
| Fund Name                                 | Fund No.          | Warrant Date  | Vouchers          | AMOUNT        |
| Maintenance                               | 09-075-0010       | 03/03/2021    | 26115 - 26136     | \$ 154,235.35 |
| Construction                              | 09-075-3030       | 03/03/2021    | 902467 - 902467   | \$ 498.00     |
| ELECTRONIC FUNDS TRANSFER                 |                   |               |                   |               |
| Description                               | Fund No.          | Period Ending | EFT Transfer Date | AMOUNT        |
| Payroll Tax                               | 09-075-0010       | 02/19/2021    | 03/03/2021        | \$ 30,514.19  |
| Direct Deposit – Payroll                  | 09-075-0010       | 02/19/2021    | 02/26/2021        | \$ 78,468.99  |
| Dept of Retirement                        | 09-075-0010       | 02/19/2021    | 03/01/2021        | \$ 24,397.50  |
| Dept of Retirement- Deferred Compensation | 09-075-0010       | 02/19/2021    | 02/26/2021        | \$ 5,170.50   |
| Health Equity (KC-BEN96)                  | 09-075-0010       | 02/19/2021    | 02/26/2021        | \$ 278.12     |
| Health Equity (KC-BEN105)                 | 09-075-0010       | 02/19/2021    | 02/26/2021        | \$ 127.03     |
| HRA VEBA (KC-BEN60)                       | 09-075-0010       | 02/19/2021    | 02/26/2021        | \$ 8,217.80   |
| Department of Revenue – B&O Taxes         | 09-075-0010       | 01/31/2021    | 02/25/2021        | \$ 78,896.44  |
| CONSENT AGENDA RESOLUTIONS                |                   |               |                   |               |
| Item #                                    | Resolution #      | Description   |                   |               |
| None                                      |                   |               |                   |               |

**4. PUBLIC INPUT**

No members of the public attended the meeting remotely.

**5. RESOLUTIONS/MOTIONS**

Resolution 21-3-3A authorizing amending the Personnel Manual, Chapter 3.03 Pay Practices, Section 3.03.060; Chapter 3.05 Employee Benefits, Section 3.05.020 Vacations. Motion duly made and seconded. After discussion, the motion carried unanimously.



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**5. RESOLUTIONS/MOTIONS**

Resolution 21-3-3B accepting as complete maintenance contract #19-50-30 with Evergreen Asphalt & Concrete, Inc. for Small Site Asphalt and Concrete Patching Repair Work. Motion duly made and seconded. After discussion, the motion carried unanimously.

Resolution 21-3-3C authorizing Interlocal Agreement with Water District No. 49 relating to providing water service to the Bovenkamp Property. Motion duly made and seconded. After discussion, the motion carried unanimously.

Resolution 21-3-3D declaring an emergency pursuant to RCW 39.04.280(1)(e), waiving the competitive bidding requirements of RCW 57.08.050, and authorizing and directing the General Manager or designee to negotiate, approve, and execute the necessary contracts and work on the District's behalf to perform emergency relocation and replacement work along Star Lake Road/Military Road associated with Project 20-1. Motion duly made and seconded. After discussion, the motion carried unanimously.

**6. STAFF/COMMISSIONERS/ATTORNEY**

**Jeremy Delmar**

- 6.1 Project 21-1 Des Moines 24th Ave S Water Main Replacement – A resolution to authorize a consultant agreement with Parametrix, Inc. for design of the water work will be presented at a future Board meeting. The City of Des Moines is the lead agency for the project.
- 6.2 Project 21-3 Mansion Hill 2.5 MG Reservoir Int/Ext Recoat & Safety Measures - A resolution to authorize a consultant agreement with Evergreen Coating Engineers, LLC for design services will be presented at a future Board meeting.
- 6.3 Sound Transit Federal Way Link Extension – The contractor is drilling pile shafts for columns in front of the District's office and starting March 8th the front gate entrance to the office will be closed approximately 1 to 2 weeks for construction.

**Anne Paige**

- 6.4 Staff Update – Sean Davis, Meter Technician, is currently cross-training in the finance department.

**Matt Everett**

- 6.5 SeaTac Franchise Agreement – Matt informed the Board that SeaTac's Public Works Director wants to discuss entering into a franchise agreement with the District. The City would like to complete the negotiations by the end of the year.



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There being no further business of the District, President Fultz concluded the meeting at 9:27 a.m.

**BOARD OF COMMISSIONERS**

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

  
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**Polly Daigle**, Secretary

  
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**Daniel Johnson**, Commissioner

  
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**Vince Koester**, Commissioner

  
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**Kathleen Quong-Vermeire**, Commissioner