



Highline Water District Regular Board Meeting Minutes March 17, 2021

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

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.

Minutes:	March 3, 2021			
WARRANTS				
Fund Name	Fund No.	Warrant Date	Vouchers	AMOUNT
Maintenance	09-075-0010	03/10/2021	26137 - 26138	\$ 12,487.07
Maintenance	09-075-0010	03/17/2021	26139 - 26192	\$ 504,209.70
Construction	09-075-3030	03/17/2021	902468 - 902471	\$ 54,052.05
ELECTRONIC FUNDS TRANSFER				
Description	Fund No.	Period Ending	EFT Transfer Date	AMOUNT
Payroll Tax	09-075-0010	03/05/2021	03/17/2021	\$ 30,937.64
Direct Deposit – Payroll	09-075-0010	03/05/2021	03/12/2021	\$ 82,370.41
Dept of Retirement	09-075-0010	03/05/2021	03/15/2021	\$ 24,158.68
Dept of Retirement - Deferred Compensation	09-075-0010	03/05/2021	03/12/2021	\$ 5,200.50
Health Equity (KC-BEN96)	09-075-0010	03/05/2021	03/12/2021	\$ 278.12
Health Equity (KC-BEN105)	09-075-0010	03/05/2021	03/12/2021	\$ 127.03
HRA VEBA (KC-BEN60)	09-075-0010	03/05/2021	03/12/2021	\$ 8,217.80
CONSENT AGENDA RESOLUTIONS				
Item #	Resolution #	Description		
None				

4. PUBLIC INPUT

No members of the public attended the meeting remotely.

5. RESOLUTIONS/MOTIONS

Resolution 21-3-17A authorizing Consultant Agreement #21-60-06 with Parametrix, Inc., for professional surveying and engineering services relating to Project 21-1 Des Moines 24th Ave S Water Main Replacement. Motion duly made and seconded. After discussion, the motion carried unanimously.



**Highline Water District
Regular Board Meeting Minutes
March 17, 2021**

5. RESOLUTIONS/MOTIONS

Resolution 21-3-17B authorizing Consultant Agreement #21-60-07 with Evergreen Coating Engineers, LLC., for professional services relating to Project 21-3 Mansion Hill 2.5 MG Int/Ext Recoat and Safety Improvements. Motion duly made and seconded. After discussion, the motion carried unanimously.

6. STAFF/COMMISSIONERS/ATTORNEY

Anne Paige

6.1 Staff Update – Sean Davis has accepted the position of Accounting Specialist in the Finance department.

Jeremy Delmar

6.2 Mansion Hill Pump Station No. 9 – Last Thursday the new pump station was tested and is fully operational.

6.3 Sound Transit/HWD Real Estate Transactions – The District will receive approximately \$36,000 in interest from the sale of property at the Mansion Hill site. The District is waiting for Sound Transit's formal response on payment for the District's headquarters property acquisition and temporary construction easement.

Matt Everett

6.4 AWWA 2021 Annual Conference (6/14/21-6/17/21) – The conference at the San Diego Convention Center will be virtual only.

6.5 COVID-19 Vaccination Policy – Matt discussed the proposed policy with the Board and the consensus was to recommend employees receive the vaccination but not make it mandatory. The District's legal counsel will review the proposed policy. A resolution to authorize the policy will be presented at the 3/23/21 Board Workshop.

6.6 Delinquent HWD Accounts – Matt informed the Board that a letter will be sent to customers with delinquent accounts of \$200 or more to request they contact the District to set up a payment plan.




**Highline Water District
Regular Board Meeting Minutes
March 17, 2021**

There being no further business of the District, President Fultz concluded the meeting at 9:24 a.m.

BOARD OF COMMISSIONERS



Todd Fultz, President



Polly Daigle, Secretary



Daniel Johnson, Commissioner



Vince Koester, Commissioner



Kathleen Quong-Vermeire, Commissioner