



## HIGHLINE WATER DISTRICT Regular Board Meeting Minutes March 2, 2022

<b>ATTENDEES</b>			(Strikeouts indicate absence)
<b>Commissioners</b>	<b>HWD Staff</b>	<b>HWD Attorney(s)</b>	
Polly Daigle	Matt Everett, General Manager		
Todd Fultz - remote	Jeremy DelMar, Assistant General Manager	<b>CONSULTANTS</b>	
Daniel Johnson - remote	<del>Anne Paige, Finance/Administrative Manager</del>		
Vince Koester	Phil Hite, Operations Manager	<b>GUESTS</b>	
Kathleen Quong-Vermeire	Mary Fossos, Project Coordinator, CIPs		

### 1. CALL TO ORDER

President Daigle 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 22, 2022				
<b>WARRANTS</b>					
<b>Fund Name</b>	<b>Fund No.</b>	<b>Warrant Date</b>	<b>Vouchers</b>	<b>Total Amount</b>	
Maintenance	09-075-0010	03/02/2022	27328 - 27346	\$ 45,469.85	
Construction	09-075-3030	03/02/2022	902612 - 902616	\$ 459,491.06	
<b>ELECTRONIC FUNDS TRANSFERS</b>					
<b>Description</b>	<b>Fund No.</b>	<b>Period Ending</b>	<b>EFT Transfer Date</b>	<b>Total Amount</b>	
Payroll Tax	09-075-0010	2/18/2022	03/02/2022	\$ 37,435.37	
Direct Deposit – Payroll	09-075-0010	2/18/2022	03/04/2022	\$ 90,895.82	
Dept of Retirement	09-075-0010	2/18/2022	02/28/2022	\$ 22,459.49	
Dept of Retirement - Deferred Compensation	09-075-0010	2/18/2022	02/25/2022	\$ 7,174.00	
Health Equity (KC-BEN105)	09-075-0010	2/18/2022	02/25/2022	\$ 133.69	
HRA VEBA (KC-BEN60)	09-075-0010	2/18/2022	2/25/2022	\$ 10,340.84	
<b>CONSENT AGENDA RESOLUTIONS</b>					
<b>Item #</b>	<b>Resolution #</b>	<b>Description</b>			
None					

### 4. PUBLIC INPUT

No members of the public attended the meeting in-person or remotely.

### 5. RESOLUTIONS/MOTIONS

Resolution 22-3-2A authorizing Consultant Agreement #22-60-02 with KPG-Psomas, Inc. for professional surveying and engineering services relating to Project 21-2 32nd Ave South Water Main Replacement (SeaTac). Motion duly made and seconded. After discussion the motion carried unanimously.



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**5. RESOLUTIONS/MOTIONS**

Resolution 22-3-2B authorizing Consultant Contract #22-60-06 with PACE Engineers, Inc. for professional engineering and surveying services relating to Project 22-3 WSDOT SR-509 Stage 2. Motion duly made and seconded. After discussion the motion carried unanimously.

Resolution 22-3-2C authorizing Amendment No. 1 to Site Lease Agreement with T-Mobile West, LLC at the Mansion Hill Tank Site. Motion duly made and seconded. After discussion the motion carried unanimously.

**6. STAFF/COMMISSIONERS/ATTORNEY**

**Jeremy DelMar**

6.1 Project 20-1 Military Rd Loop Water Main Replacement – District crews are finishing work on Star Lake Road relating to the Sound Transit Light Rail Link.

6.2 Resolutions/Minutes Signature Block – Because of difficulties with DocuSign, District staff will reformat future minutes and resolutions to include a table signifying the Commissioner's vote.

**Matt Everett**

6.3 Delinquent Accounts Update – 175 meters were locked; 24 still locked (6 homes are occupied); 90 payment arrangement made; \$207,000 balance outstanding on accounts that are 90 days late.

**Kathleen Quong-Vermeire**

6.4 Cyber Security – Kathleen participated in a panel discussion on cyber security and said it was very informative. Discussion ensued. Staff will discuss at a future Board meeting.

**Phil Hite**

6.5 Sprint/Nextell Site Lease Agreement at Mansion Hill – The original lease ended in 2019 and the current agreement with the District is on a month-to-month basis. Sprint has given notice to decommission their equipment on the elevated tank and terminate the lease agreement with the District.

There being no further business of the District, President Daigle concluded the meeting at 9:31 a.m.



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**BOARD OF COMMISSIONERS**

DocuSigned by:  
*Polly Daigle*  
7BD0B6DD748D4ED  
**Polly Daigle, President**

Yea Nay Abstain

DocuSigned by:  
*Daniel Johnson*  
6E7D4CD7088E4C7  
**Daniel Johnson, Secretary**

Yea Nay Abstain

DocuSigned by:  
*Todd Fultz*  
8728D379F2E446D  
**Todd Fultz, Commissioner**

Yea Nay Abstain

DocuSigned by:  
*Vince Koester*  
3BCF3F3D2D7D409...  
**Vince Koester, Commissioner**

Yea Nay Abstain

DocuSigned by:  
*Kathleen Quong-Vermeire*  
46FCA32C4556410...  
**Kathleen Quong-Vermeire, Commissioner**

Yea Nay Abstain