



**Highline Water District
Board Workshop Meeting Minutes
October 27, 2020**

ATTENDEES		(Strikeouts indicate absence)
COMMISSIONERS	HWD STAFF	HWD ATTORNEY(S)
Polly Daigle - Remote	Matt Everett, General Manager	
Todd Fultz - Remote	Jeremy DelMar, Engr./Operations Mgr.	CONSULTANTS
Daniel Johnson-Remote	Debra Prior, Finance/Administrative Mgr.	
Vince Koester	Anne Paige, New Finance/Administrative Mgr.	VISITORS
Kathleen Quong-Vermeire - Remote	Mary Fossos, Project Coordinator, CIPs	

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 21, 2020			
WARRANTS				
Fund Name	Fund No.	Warrant Date	Vouchers	AMOUNT
Maintenance	09-075-0010	10/28/2020	25677 - 25703	\$ 148,111.97
Construction	09-075-3030	10/28/2020	902431 - 902434	\$ 51,526.50
WARRANTS				
Description	Fund No.	Period Ending	EFT Transfer Date	AMOUNT
Payroll Tax	09-075-0010	10/16/2020	10/28/2020	\$ 29,291.63
Direct Deposit – Payroll	09-075-0010	10/16/2020	10/23/2020	\$ 79,849.47
Dept of Retirement	09-075-0010	10/16/2020	10/26/2020	\$ 23,572.11
Dept of Retirement - Deferred Compensation	09-075-0010	10/16/2020	10/23/2020	\$ 3,182.50
Health Equity (KC-BEN96)	09-075-0010	10/16/2020	10/23/2020	\$ 279.16
Health Equity (KC-BEN105)	09-075-0010	10/16/2020	10/23/2020	\$ 124.52
HRA VEBA (KC-BEN60)	09-075-0010	10/16/2020	10/23/2020	\$ 4,344.14
Department of Revenue – B&O Taxes	09-075-0010	09/30/2020	10/26/2020	\$ 113,546.07
CONSENT AGENDA RESOLUTIONS				
Item #	Resolution #	Description		
None				

4. PUBLIC INPUT

No members of the public joined the meeting remotely.

5. RESOLUTIONS/MOTIONS

Resolution 20-10-27A adopting Highline Water District Developer Extension and Construction Standards and Specifications. Motion duly made and seconded. After discussion the motion carried unanimously.



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5. RESOLUTIONS/MOTIONS

Resolution 20-10-27B authorizing Real Estate Purchase and Sale Agreement by and between Central Puget Sound Regional Authority "Sound Transit" and Highline Water District for real property at the District's Mansion Hill site. Motion duly made and seconded. After discussion the motion carried unanimously.

Motion 20-10-27(1) to cancel the December 22, 2020 Board Workshop. Motion duly made and seconded. After discussion the motion carried unanimously. Reference Item 7.1.

6. 3RD QUARTER 2020 FINANCIAL STATEMENTS

Anne informed the Board that there was an additional expense to install plexiglass to cubicles to help prevent the potential spread of COVID-19. Matt added that water sales were at 98% and KCWD 49 purchased more water than in previous years.

7. OTHER

Vince Koester

7.1 Cancel 12/22/20 Board Meeting? – Vince asked the Board if they were interested in cancelling the December 22, 2020 Board Workshop. Action Taken: Reference Item 5, Motion 20-10-27(1).

7.2 John Thompson Funeral Service – A virtual service for Mr. Thompson, former Commissioner at KCWD 125, will be held on October 28, 2020 at 10:30 AM (hosted by Bonney Watson Funeral Home).

Anne Paige

7.3 2021 Budget – The Board was sent a draft copy of the 2021 Budget for their review. The General Manager anticipates there will be no rate increase in 2021. For 2022-2023 a rate increase of 2.5% will be applied.

7.4 Accounting Specialist Position – Interviews for the final four applicants will be held on Wednesday, October 28, 2020.

Debbie Prior

7.5 Washington State Audit Exit Conference – The exit conference will be held at the 11/18/20 Board meeting.

Matt Everett

7.6 Board Meeting Documents – Matt requested the Commissioners come to the office to sign the documents from previous meetings.

7.7 Burien Utility Tax – The City did not pass the proposed 8% utility tax on gross revenue of water and sewer districts at its 10/19/20 Council meeting. Matt sent an email to the City Manager requesting the City increase the grace period for late charges from 15 to 30 days, bill bi-monthly and impose a tax on rate revenue only. The City Manager agreed to increase the grace period for late charges to 30 days and bill bi-monthly but opposed the request to tax just rate revenue. The Board agreed for the General Manager to write a letter to the City Manager requesting no tax be applied to late charges and shutoffs. At the 11/2/20 City Council meeting, the City will present Ordinance No. 744 Utility Tax Amendment for adoption.



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7. OTHER

Kathleen Quong-Vermeire

7.8 Potential Purchase of Water from Lakehaven – Kathleen asked about the status of purchasing water from Lakehaven. Jeremy informed the Board that Carollo Engineers was retained to develop a hydraulic model and determine the necessary infrastructure costs. Carollo will submit a report to the District in the first quarter of 2021.

8. EXECUTIVE SESSION – RCW 42.30.110(1)(c)

To consider the minimum price at which real estate will be offered for sale

At 9:18 am, President Koester convened an executive session to discuss a real estate transaction pursuant to RCW 42.30.110(1)(c). Commissioners' Daigle, Fultz, Johnson, Koester, Quong-Vermeire, and staff members Matt Everett, Jeremy DelMar, Anne Paige, and Debbie Prior attended the executive session. The announced duration of the executive session was 5 minutes. The executive session concluded at 9:23 am. No action taken.

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

BOARD OF COMMISSIONERS



Vince Koester, President



Todd Fultz, Secretary



Polly Daigle, Commissioner



Daniel Johnson, Commissioner



Kathleen Quong-Vermeire, Commissioner