



Highline Water District Regular Board Meeting Minutes January 20, 2021

ATTENDEES		
COMMISSIONERS	HWD STAFF	(Strikeouts indicate absence)
Polly Daigle - remote	Matt Everett, General Manager	HWD ATTORNEY(S)
Todd Fultz - remote	Jeremy DelMar, Engineering and Operations Manager	CONSULTANTS
Daniel Johnson - remote	Anne Paige, Finance/Administrative Manager	GUESTS
Vince Koester	Mary Fossos, Project Coordinator, CIPs	
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: January 6, 2021					
WARRANTS					
Fund Name	Fund No.	Warrant Date	Vouchers	AMOUNT	
Maintenance	09-075-0010	01/13/2021	25948 - 25950	\$ 15,593.15	
Maintenance	09-075-0010	01/20/2021	25951 - 25997	\$ 297,656.76	
Construction	09-075-3030	01/20/2021	902451 - 902454	\$ 168,687.38	
ELECTRONIC FUNDS TRANSFERS					
Description	Fund No.	Period Ending	EFT Transfer Date	AMOUNT	
Payroll Tax	09-075-0010	01/08/2021	01/20/2021	\$ 40,064.12	
Direct Deposit – Payroll	09-075-0010	01/08/2021	01/15/2021	\$ 94,004.58	
Dept of Retirement	09-075-0010	01/08/2021	01/19/2021	\$ 24,715.66	
Dept of Retirement - Deferred Compensation	09-075-0010	01/08/2021	01/15/2021	\$ 4,970.50	
Health Equity (KC-BEN96)	09-075-0010	01/08/2021	01/15/2021	\$ 278.12	
Health Equity (KC-BEN105)	09-075-0010	01/08/2021	01/15/2021	\$ 127.03	
HRA VEBA (KC-BEN60)	09-075-0010	01/08/2021	01/15/2021	\$ 8,472.27	
Dept of Labor & Industries	09-075-0010	12/31/2020	01/27/2021	\$ 8,271.33	
Dept of Licensing–Dyed Diesel Fuel User Tax	09-075-0010	12/31/2020	01/07/2021	\$ 369.06	
CONSENT AGENDA RESOLUTIONS					
Item #	Resolution #	Description			
None					

4. PUBLIC INPUT

No members of the public attended the meeting remotely.

5. RESOLUTIONS/MOTIONS

No resolutions or motions presented at the meeting.

6. COMMISSIONERS/STAFF/ATTORNEY

Jeremy DelMar

6.1 Sound Transit FW Link Extension – Kiewit will begin the grading and drilling work the first week of February at the District’s headquarters parking lot. There will be six weeks of drilling for columns and Kiewit will return in few months to build the columns.



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6. COMMISSIONERS/STAFF/ATTORNEY

Jeremy DelMar

- 6.2 City of Federal Way Franchise – Jeremy received a phone call from the City of Federal Way inquiring about the status of a franchise agreement. The District has never had a franchise agreement with the City. The City is now requiring a franchise agreement with the District for facilities in the right-of-way and will not review or authorize permits without a franchise agreement. Jeremy will send a letter to the Public Works Director requesting a copy of the City's draft franchise for the District to review.
- 6.3 Tukwila/HWD Intertie – Commissioner Koester inquired the status of the intertie. Jeremy informed the Board that the City is supportive of the concept for the District taking water from Tukwila through an intertie to serve the pressure zone to Veteran's Drive. The District is exploring options to install a jockey pump in the intertie to pump 40-60 g.p.m. continuously. Discussion ensued. No action taken.

Anne Paige

- 6.4 Commissioners' Records Management Courses – Anne informed Commissioners' Daigle, Fultz, and Johnson that their certificates are available to sign.

Matt Everett

- 6.5 City of Burien Utility Tax – The City's Utility tax became effective 01/01/2021 with the District's first payment due two months later. The tax is on gross revenues providing water/sewer service. The District has multiple streams of revenue. Discussions are ongoing to determine which revenue streams apply to the City's tax.
- 6.6 2020 Year-End Numbers – Water sales were down less than 1%; unaccounted for water loss was at 9%.

There being no further business of the District, President Fultz concluded the meeting at 9:19 a.m.


BOARD OF COMMISSIONERS




Todd Fultz, President



Polly Daigle, Secretary



Daniel Johnson, Commissioner



Vince Koester, Commissioner



Kathleen Quong-Vermeire, Commissioner