



Highline Water District Board Workshop Meeting Minutes May 25, 2021

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

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:	May 19, 2021			
WARRANTS				
Fund Name	Fund No.	Warrant Date	Vouchers	AMOUNT
Maintenance	09-075-0010	05/26/2021	26395 - 26418	\$ 322,733.01
Construction	09-075-3030	05/26/2021	902521 - 902524	\$ 760,880.85
ELECTRONIC FUNDS TRANSFERS				
Description	Fund No.	Period Ending	EFT Transfer Date	Total Amount
Payroll Tax	09-075-0010	05/14/2021	05/26/2021	\$ 30,367.78
Direct Deposit - Payroll	09-075-0010	05/14/2021	05/21/2021	\$ 77,117.53
Dept of Retirement	09-075-0010	05/14/2021	05/24/2021	\$ 23,764.53
Dept of Retirement - Deferred Compensation	09-075-0010	05/14/2021	05/21/2021	\$ 5,300.50
Health Equity (KC-BEN96)	09-075-0010	05/14/2021	05/21/2021	\$ 278.12
Health Equity (KC-BEN105)	09-075-0010	05/14/2021	05/21/2021	\$ 127.03
HRA VEBA (KC-BEN60)	09-075-0010	05/14/2021	05/21/2021	\$ 8,541.88
Department of Revenue - B&O Taxes	09-075-0010	04/30/2021	05/25/2021	\$ 47,432.30

CONSENT AGENDA RESOLUTIONS		
Item #	Resolution #	Description
None		

4. PUBLIC INPUT

No members of the public attended the meeting remotely.



**Highline Water District
Board Workshop Meeting Minutes
May 25, 2021**

5. RESOLUTIONS/MOTIONS

Motion 21-5-25(1) duly made and seconded authorizing Amendment No. 5 to Inslee Best Doezie & Ryder's agreement dated 1/23/17 for additional legal services in the amount of \$7,500.00 relating to the King County Franchise ROW Rental Fee. After discussion, the motion carried unanimously. Reference Item 6.5.

Motion 21-5-25(2) duly made and seconded authorizing staff to send the draft Federal Way Franchise Agreement to the city. After discussion, the motion carried unanimously. Reference Item 7.

6. OTHER

Anne Paige

6.1 2020 Financial Audit Report – The report was submitted to the State Auditor on 5/21/21.

6.2 NorthStar Reports for Billing System – The report writing software needs to be upgraded. Researching options and costs and will report back to the Board at a future Board meeting.

Jeremy DelMar

6.3 HWD-Tukwila Intertie – District crews are installing pump at the intertie. The agencies may need to extend the Tolling Agreement as it expires in June.

6.4 Sound Transit – HWD Headquarters Property – Sound Transit has settled the office parking lot use for \$700,000. Sound Transit has paid \$417,000 and will pay interest until balance has been paid.

Matt Everett

6.5 King County Franchise ROW Rental Fee – Matt asked the Board for a motion to authorize Amendment No. 5 to Inslee Best Doezie & Ryder's agreement for additional legal services in the amount of \$7,500. The District's attorney, Eric Frimodt, informed the Board that a Summary Judgment Motion Hearing is scheduled for 7/23/21 at the King County Superior Court. Action Taken: Reference Item No. 5, Motion 21-5-25(1).

7. EXECUTIVE SESSION - PENDING LITIGATION (RCW 42.30.110(I))

At 9:18 a.m., President Fultz convened an executive session to discuss pending litigation pursuant to RCW 42.30.110(1)(i). Commissioners' Daigle, Fultz, Johnson, Koester, Quong-Vermiere and Matt Everett, General Manager, Jeremy DelMar, Assistant General Manager and Anne Paige, Administrative Manager, attended the executive session. Attorney Eric Frimodt from Inslee Best was present to discuss legal matters. The announced duration of the executive session was 20 minutes. The executive session concluded at 9:38 a.m. Action Taken: Reference Item No. 5, Motion 21-5-25(2).



**Highline Water District
Board Workshop Meeting Minutes
May 25, 2021**

There being no further business of the District, President Fultz concluded the meeting at 9:39 a.m.

BOARD OF COMMISSIONERS

DocuSigned by:

872BD379E2E446D

Todd Fultz, President

DocuSigned by:

7BDC88DD748D4ED

Polly Daigle, Secretary

DocuSigned by:

8E7D4CD788E4C7

Daniel Johnson, Commissioner

Vince Koester, Commissioner

DocuSigned by:

48FCA32C455641D

Kathleen Quong-Vermeire, Commissioner