



**HIGHLINE WATER DISTRICT
Regular Board Meeting Minutes
July 7, 2021**

ATTENDEES		
	<i>(Strikeouts indicate absence)</i>	
COMMISSIONERS	HWD STAFF	HWD ATTORNEY(S)
Polly Daigle - remote	Matt Everett, General Manager	
Todd Fultz	Jeremy DeMar, Assistant General 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:	June 22, 2021			
WARRANTS				
Fund Name	Fund No.	Warrant Date	Vouchers	AMOUNT
Construction	09-075-3030	06/30/2021	902539 - 902539	\$ 17,837.07
Maintenance	09-075-0010	07/07/2021	26513 - 26546	\$ 122,727.42
Construction	09-075-3030	07/07/2021	902540 - 902543	\$ 14,817.94
Description	Fund No.	Period Ending	EFT Transfer Date	Total Amount
Payroll Tax	09-075-0010	06/25/2021	07/07/2021	\$ 30,527.52
Direct Deposit – Payroll	09-075-0010	06/25/2021	07/02/2021	\$ 77,119.88
Dept of Retirement	09-075-0010	06/25/2021	07/06/2021	\$ 23,151.36
Dept of Retirement - Deferred Compensation	09-075-0010	06/25/2021	07/02/2021	\$ 5,595.50
Health Equity (KC-BEN96)	09-075-0010	06/25/2021	07/02/2021	\$ 278.12
Health Equity (KC-BEN105)	09-075-0010	06/25/2021	07/02/2021	\$ 127.03
HRA VEBA (KC-BEN60)	09-075-0010	06/25/2021	07/02/2021	\$ 8,541.88
Department of Revenue – B&O Taxes	09-075-0010	05/31/2021	06/25/2021	\$ 80,802.67
Dept of Labor & Industries	09-075-0010	06/30/2021	07/26/2021	\$ 6,403.49
CONSENT AGENDA RESOLUTIONS				
Item #	Resolution #	Description		
None				

4. PUBLIC INPUT

No members of the public attended the meeting remotely.



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5. RESOLUTIONS/MOTIONS

Resolution 21-7-7A to authorize Consultant Agreement #21-60-18 with Parametrix, Inc. for Project SW21-1 Des Moines Memorial Drive Water Main Realignment. Motion duly made and seconded. After discussion, the motion carried unanimously.

Resolution 21-7-7B to authorize Small Site Asphalt and Concrete Patching Repair Work Contract #21-50-16 with Asphalt Patch Systems, Inc. Motion duly made and seconded. After discussion, the motion carried unanimously.

Motion 21-7-7(1) duly made and seconded to adopt the Washington State Department of Labor and Industries Requirements and Guidelines for employers relating to vaccinated and unvaccinated employees, verifying worker vaccination status and masks and face coverings (reference L&I Publication F414-164-000 [06-2021]). After discussion, the motion carried unanimously. (See Item 6.2)

6. STAFF/COMMISSIONERS/ATTORNEY

Matt Everett

6.1 HWD Headquarters Security Glass Barrier System – Matt informed the Board that the cost for the purchase and installation is under \$25,000. The contract with Total Security Systems is 100 calendar days.

6.2 Update District COVID-19 Policy – Matt requested a motion from the Board to adopt the updated Washington State Department of Labor and Industries Requirements and Guidelines for employers relating to vaccinated and unvaccinated employees, verifying worker vaccination status and masks and face coverings (reference L&I Publication F414-164-000 [06-2021]). Discussion ensued. Action Taken: See Item 5, Motion 21-7-7(1).

6.3 Chlorine Supply Shortage – Per Seattle Public Utilities the chlorine shortage has been resolved.

6.4 Customer Shutoffs and Late Charges – Governor Inslee issued a final extension prohibiting shutoffs of water service and assessing late charges through 9/30/21.

6.5 City of SeaTac Draft Franchise – Will Appleton, Public Works Director, sent a draft franchise agreement for the District's review. Matt will update the Board on negotiations at a future Board meeting. Matt said that Highline will likely work with the other water districts with customers in SeaTac to complete the final draft of this Franchise Agreement with the City.



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There being no further business of the District, President Fultz concluded the meeting at 9:23 a.m.

BOARD OF COMMISSIONERS

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Todd Fultz, President

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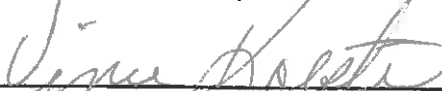
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Polly Daigle, Secretary

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Daniel Johnson, Commissioner



Vince Koester, Commissioner

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Kathleen Quong-Vermeire, Commissioner