



**HIGHLINE WATER DISTRICT  
Board Workshop Minutes  
July 27, 2021**

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

**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.

<b>Minutes:</b>	July 21, 2021			
<b>WARRANTS</b>				
<b>Fund Name</b>	<b>Fund No.</b>	<b>Warrant Date</b>	<b>Vouchers</b>	<b>AMOUNT</b>
Construction	09-075-3030	07/28/2021	902549 - 902552	\$ 16,758.64
Maintenance	09-075-0010	07/28/2021	26602 - 26621	\$ 12,968.80
<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>
Department of Revenue – B&O Taxes	09-075-0010	06/30/2021	07/26/2021	\$ 57,779.91
<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 remotely.

**5. RESOLUTIONS/MOTIONS**

No resolutions or motions were presented at the meeting.



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**6. 2ND QUARTER FINANCIAL REPORT**

Anne reviewed and discussed with the Board the Statement(s) of Net Position; Revenues, Expenses and Changes in Net Position; and the Sources and Applications of Funds (Budget vs. Actual).

Jeremy reviewed the status of following capital improvement projects:

Project 16-2 George Landon Pump Station No. 8 – PSE is scheduling the electrical work. The project is anticipated to be complete by the end of summer.

Project 18-2 International Blvd & SR 509 Road Improvements – The project is in the design phase. HWD is reviewing plans and drawings. WSDOT selected Atkinson Construction to build the project.

Project 18-5 34th Ave S Water Main Replacement – The District entered a contract with Parametrix, Inc. for the design. The District will be replacing approximately 2,000 LF of water main between S 160th St & S 166th St. Staff will present a resolution at the 8/4/21 Board meeting to authorize an interlocal agreement with the City of SeaTac (lead agency). SeaTac plans to advertise the project next week with construction starting this fall.

Project 19-1 2019 AC Water Main Replacement (North Hill) – The project is approximately 85% complete. Staff will send a progress billing to the City of Des Moines.

Project 20-1 Military Rd Loop Water Main Replacement – Jeremy informed the Board that there is approximately 400 LF of water work that remains along Star Lake Road near S 272nd.

Project 21-1 Des Moines 24th Ave S Water Main Replacement – The District will be replacing main on 24th between S 223rd to Kent-Des Moines Road. The District hired Parametrix for the design work. The District will enter into an interlocal agreement with the City of Des Moines (lead agency) this fall. The city plans to advertise the project early 2022.

Project 21-2 32nd Ave S (176th- S 180th) St Water Main Replacement (City of SeaTac) – The District has asbestos cement and cast-iron main in conflict with the city's road improvements.

Project 21-3 Mansion Hill 2.5 MG Reservoir Int/Ext Recoat & Safety Improvements – The District's consultant, Evergreen Coating Engineers, LLC, submitted 60% plans for review. The project will be bid late this year.

**7. OTHER**

**Anne Paige**

7.1 Long-Term Care Act – Ongoing discussions with Gallagher (District's VEBA manager) on potential options for long-term health care plan.

7.2 Service Award – Commissioner Johnson will be commended for fifteen years of service with the District at the 8/04/21 Board meeting.



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**7. OTHER**

**Jeremy DeMar**

7.3 Office Reopened – The District’s office is now open to the public. Masks will be required for unvaccinated customers.

**Polly Daigle**

7.4 Third Party Cyber Security – Commissioner Daigle asked Jeremy about cyber security and recent attempts to breach computer system. Discussion ensued. No action taken.

There being no further business of the District, President Fultz concluded the meeting at 9:32 a.m.

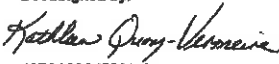
**BOARD OF COMMISSIONERS**

  
\_\_\_\_\_  
**Todd Fultz, President**

  
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**Polly Daigle, Secretary**

  
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**Daniel Johnson, Commissioner**

  
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**Vince Koester, Commissioner**

DocuSigned by:  
  
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**Kathleen Quong-Vermeire, Commissioner**