



HIGHLINE WATER DISTRICT Regular Board Meeting Minutes November 17, 2021

ATTENDEES

(Strikeouts indicate absence)

Commissioners	HWD Staff	HWD Attorney(s)
Polly Daigle	Matt Everett, General Manager	
Todd Fultz - remote	Jeremy DelMar, Assistant General Manager	CONSULTANTS
Daniel Johnson - remote	Anne Paige, Finance/Administrative Manager	
Vince Koester	Phil Hite, Operations Manager	GUESTS
Kathleen Quong-Vermeire	Mary Fossos, Project Coordinator, CIPs	

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:		November 3, 2021			
WARRANTS					
Fund Name	Fund No.	Warrant Date	Vouchers		Total Amount
Maintenance	09-075-0010	11/10/2021	26920	- 26922	\$ 16,278.86
Maintenance	09-075-0010	11/17/2021	26923	- 269982	\$ 320,645.23
Construction	09-075-3030	11/03/2021	902586	- 902586	\$ 1,264.37
Construction	09-075-3030	11/17/2021	902587	- 902590	\$ 3,345,245.31
ELECTRONIC FUNDS TRANSFERS					
Description	Fund No.	Period Ending	EFT Transfer Date	Total Amount	
Payroll Tax	09-075-0010	10/29/2021	11/10/2021	\$ 32,643.94	
Direct Deposit - Payroll	09-075-0010	10/29/2021	11/05/2021	\$ 85,810.69	
Dept of Retirement	09-075-0010	10/29/2021	11/08/2021	\$ 20,421.08	
Dept of Retirement - Deferred Compensation	09-075-0010	10/29/2021	11/05/2021	\$ 6,681.58	
Health Equity (KC-BEN96)	09-075-0010	10/29/2021	11/05/2021	\$ 148.22	
Health Equity (KC-BEN105)	09-075-0010	10/29/2021	11/05/2021	\$ 127.03	
HRA VEBA (KC-BEN60)	09-075-0010	10/29/2021	11/05/2021	\$ 9,501.83	
CONSENT AGENDA RESOLUTIONS					
Item #	Resolution #	Description			
None					

4. PUBLIC INPUT

No members of the public attended the meeting in-person or remotely.



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5. RESOLUTIONS/MOTIONS

Resolution 21-11-17A authorizing designating the Kent Reporter and the Seattle Daily Journal of Commerce as the District's official newspapers for the publication of all legal notices. Motion duly made and seconded. After discussion the motion carried unanimously.

Resolution 21-11-17B authorizing partial release of Easement #6606358 with the Kent School District No. 415. Motion duly made and seconded. After discussion the motion carried unanimously.

Resolution 21-11-17C commending employee (Scott Davis) for thirty-five years of service. Motion duly made and seconded. After discussion the motion carried unanimously.

Resolution 21-11-17D commending employee (Erik Widener) for five years of service. Motion duly made and seconded. After discussion the motion carried unanimously.

6. 2022 DRAFT BUDGET DISCUSSION

Management discussed the following key items of the 2022 draft budget: (1) Late charges and shutoffs resume; (2) Projected rate increase of 3.5%; (4) Wage and benefits survey; (5) Upgrade website. Discussion ensued. No action taken. A resolution will be presented to the Board to adopt the 2022 Budget at the 12/15/21 Board meeting.

7. STAFF/COMMISSIONERS/ATTORNEY

Anne Paige

7.1 2021 Audit – Ongoing. Emphasis is on IT Security and GASB 84 lease implementation.

Matt Everett

7.2 Wholesale Purveyors Meeting (11/15/21) – Matt attended the meeting remotely. The purveyors collectively will not ask SPU to remove the sub-regional fees. The next meeting date to be determined (11/30/21 or 12/01/21).

Jeremy DelMar

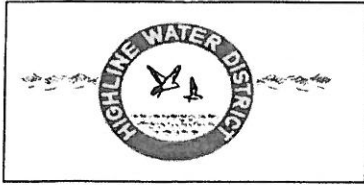
7.3 Department of Health (DOH) Sanitary Survey of Group A Public Drinking Water Systems – The District received the results of the sanitary survey. Three of the District's tank vents require upgrades to meet newly adopted DOH standards. Jeremy informed the Board that the District may need to declare an emergency to hire a contractor to make the repairs as soon as possible.

7.4 Board Workshop Agenda (10/23/21) – A rate hearing will be held on the proposed 2022 rates and the 2022 Goals & Objectives will be discussed.

7.5 Regular Board Meeting Agenda (12/01/21) – The 2022 Capital Improvement Program report will be presented for review and discussion.

Daniel Johnson

7.6 Commissioner Johnson thanked management and staff for all their efforts on the Budget.



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There being no further business of the District, President Fultz concluded the meeting at 9:51 a.m.

BOARD OF COMMISSIONERS

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Todd Fultz, President

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Polly Daigle, Secretary

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Daniel Johnson, Commissioner

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Vince Koester, Commissioner

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Kathleen Quong-Vermeire, Commissioner