



HIGHLINE WATER DISTRICT Special Board Meeting Minutes April 4, 2022

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 Daigle 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:		March 22, 2022			
WARRANTS					
Fund Name	Fund No.	Warrant Date	Vouchers		Total Amount
Maintenance	09-075-0010	04/06/2022	27415 -	27449	\$ 67,877.98
Construction	09-075-3030	04/06/2022	902625 -	902632	\$ 6,550.11
ELECTRONIC FUNDS TRANSFER					
Description	Fund No.	Period Ending	EFT Transfer Date		Total Amount
Payroll Tax	09-075-0010	03/18/2022	03/30/2022		\$ 35,131.73
Direct Deposit - Payroll	09-075-0010	03/18/2022	03/25/2022		\$ 86,185.76
Dept of Retirement	09-075-0010	03/18/2022	03/28/2022		\$ 21,429.16
Dept of Retirement Deferred Compensation	09-075-0010	03/18/2022	03/25/2022		\$ 7,603.00
Health Equity (KC-BEN105)	09-075-0010	03/18/2022	03/25/2022		\$ 133.69
HRA VEBA (KC-BEN60)	09-075-0010	03/18/2022	03/25/2022		\$ 10,340.84
Department of Revenue - B & O Taxes	09-075-0010	03/18/2022	03/25/2022		\$ 49,450.56
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 22-4-4A authorizing purchase of a Toyota 2022 RAV-4 Hybrid LE from Toyota of Puyallup for \$35,594.00 including tax, tag, title, and any other expenses. Motion duly made and seconded. After discussion the motion carried unanimously.

6. STAFF/COMMISSIONERS/OTHER

Phil Hite

6.1 Water Main Break at SW 175th ST near 13th Ave SW – The District was notified of the break last Wednesday (3/30/22) at approximately 3:00 am. The 12" ductile iron main pipe was installed in 1980. There was damage to the asphalt and catch basin. One customer's property has water damage. Water service to customers was restored in the afternoon.

Jeremy DelMar

6.2 Personnel Update – Jeremy informed the Board that Teya Hillerman, Technical Services Coordinator, has given her notice to retire on June 30, 2022.

Executive Assistant/Contracts Coordinator – Carryn Frye has accepted the position being vacated by Mary Fossos on June 30, 2022.

Senior Accounting Specialist Position – This position will be advertised in the upcoming week.

6.3 Materials Pricing – The current cost for ductile iron (DI) main will add 15% to 20% to the construction costs. Currently, the lead time for delivery of 12" DI is six months. District staff will reevaluate the Capital Improvement Program and discuss with cities to possibly delay the construction on some projects due to the scarcity of materials.

Matt Everett

6.4 SPU Proposed Contract Amendments – Matt will attend a meeting remotely this morning with purveyors to discuss the proposed amendments.



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There being no further business of the District, President Daigle concluded the meeting at 9:25 a.m.

BOARD OF COMMISSIONERS

<p>DocuSigned by: <i>Polly Daigle</i> 78D0B8DD748D4ED</p> <hr/> <p>Polly Daigle, President</p>	x	_____	_____
	Yea	Nay	Abstain
<p>DocuSigned by: <i>Daniel Johnson</i> 6E7B46B7088F467...</p> <hr/> <p>Daniel Johnson, Secretary</p>	x	_____	_____
	Yea	Nay	Abstain
<p>DocuSigned by: <i>[Signature]</i> 8728D379F2E448D...</p> <hr/> <p>Todd Fultz, Commissioner</p>	x	_____	_____
	Yea	Nay	Abstain
<p>DocuSigned by: <i>Vince Koester</i> 38CF3F3D2D7D408...</p> <hr/> <p>Vince Koester, Commissioner</p>	x	_____	_____
	Yea	Nay	Abstain
<p>DocuSigned by: <i>Kathleen Quong-Vermeire</i> 48ECA32C4558410</p> <hr/> <p>Kathleen Quong-Vermeire, Commissioner</p>	x	_____	_____
	Yea	Nay	Abstain