



HIGHLINE WATER DISTRICT Regular Board Meeting Minutes November 2, 2022

ATTENDEES		(Strikeouts indicate absence)
COMMISSIONERS Polly Daigle Todd Fultz Daniel Johnson Vince Koester Kathleen Quong-Vermeire	HWD STAFF Jeremy DelMar, General Manager Anne Paige, Finance/Administrative Manager Phil Hite, Operations Manager Carryn Frye, EA/Contract Coordinator	HWD ATTORNEY(S) Eric Fridodt, Inslee Best CONSULTANTS GUESTS

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:		WARRANTS			
Fund Name	Fund No.	Scheduled Payment Date	Vouchers	Total Amount	
Maintenance	09-075-0010	11/2/2022	28180 - 28201	\$ 61,818.38	
Construction	09-075-3030	10/19/2022	902681 - 902681	\$ 54.00	
ELECTRONIC FUNDS TRANSFER					
Description	Fund No.	Period Ending	EFT Transfer Date	Total Amount	
Dept. of Revenue – B & O Tax	09-075-0010	9/30/2022	10/25/2022	\$ 114,980.24	
CONSENT AGENDA RESOLUTIONS					
Item #	Resolution #	Description			
None					

4. PUBLIC INPUT

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

5. RESOLUTIONS/MOTIONS

Motion 22-11-2(1) authorizing the GM to execute an Agreement with the State Auditor's Office for IT Information Technology Security Audit. Motion duly made and seconded. After discussion, the motion carried unanimously.

Resolution 22-11-2A declaring an emergency to perform relocation and replacement work on 259th St and 33rd Ave S. Motion duly made and seconded. After discussion, the motion carried unanimously.



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6. STAFF/COMMISSIONERS/ATTORNEY

Phil Hite

- 6.1 Arrow Board Damage Claim Update – Operations Manager Hite informed the Board that the Arrow Board damaged from a hit-and-run will be replaced. Enduris is still processing the claim. A replacement has been found and will be received in approximately 6-8 weeks following the purchase.

Anne Paige

- 6.2 2023 Budget – Finance/Administrative Manager Paige presented the draft 2023 M&O Budget with a PowerPoint Presentation. The budget reflects a 4% rate increase. Discussions ensued. Paige and General Manager DelMar responded to specific inquiries by the Board. Staff will present the budget for additional discussions at subsequent meetings. Staff will discuss the CIP at the next Board meeting.
- 6.3 Audit – Paige informed the Board that the annual audit has begun.
- 6.4 Staffing – Paige informed the Board that the replacement Accounting Clerk has been hired and has started.

Jeremy DelMar

- 6.5 3rd Quarter Financials – General Manager DelMar informed the Board that the numbers for 3rd quarter were sent to them. DelMar addressed Commissioner Quong-Vermeire's questions and informed her that the numbers are projections and October water sales will affect the actual numbers.

Eric Frimodt

- 6.6 SPU Contract – District Attorney Frimodt informed the Board that the contract draft is still being processed and is anticipated to be complete in a couple of weeks. Frimodt will go over it with the Board upon completion at a future date.

7. EXECUTIVE SESSION


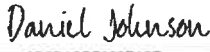

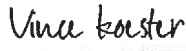

- 7.1 An executive session was convened pursuant to RCW 42.30.110(i) to discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency. Before convening the executive session at 9:24 a.m., President Daigle advised the executive session would be 10 minutes. At 9:34 a.m., the executive session was extended 10 minutes. At 9:45 a.m., the executive session was extended 5 minutes. At 9:49 a.m. the executive session concluded and returned to open session. No action taken.



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There being no further business, President Daigle concluded the meeting at 9:49 a.m.

BOARD OF COMMISSIONERS

<p>DocuSigned by:  <small>78D0B6DD748D4ED...</small> Polly Daigle, President</p>	<p>X</p> <hr/> <p>Yea</p>	<hr/> <p>Nay</p>	<hr/> <p>Abstain</p>
<p>DocuSigned by:  <small>6E7D4CD7088F4C7...</small> Daniel Johnson, Secretary</p>	<p>X</p> <hr/> <p>Yea</p>	<hr/> <p>Nay</p>	<hr/> <p>Abstain</p>
<p>DocuSigned by:  <small>8728D379F2E446D...</small> Todd Fultz, Commissioner</p>	<p>X</p> <hr/> <p>Yea</p>	<hr/> <p>Nay</p>	<hr/> <p>Abstain</p>
<p>DocuSigned by:  <small>382D4CB9A38F421...</small> Vince Koester, Commissioner</p>	<p>X</p> <hr/> <p>Yea</p>	<hr/> <p>Nay</p>	<hr/> <p>Abstain</p>
<p>DocuSigned by:  <small>46FCA32C4556410...</small> Kathleen Quong-Vermeire, Commissioner</p>	<p>X</p> <hr/> <p>Yea</p>	<hr/> <p>Nay</p>	<hr/> <p>Abstain</p>