



HIGHLINE WATER DISTRICT Regular Board Meeting Minutes October 20, 2021

ATTENDEES			(Strikeouts indicate absence)
Commissioners	HWD Staff	HWD Attorney(s)	
Polly Daigle - remote	Matt Everett, General Manager		
Todd Fultz - remote	Jeremy DeMar, Assistant General Manager	CONSULTANTS	
Daniel Johnson - remote	Anne Paige, Finance/Administrative Manager		
Vince Koester	Phil Hite, Operations Manager	GUESTS	
Kathleen Quong-Vermeire - remote	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:	October 6, 2021			
WARRANTS				
Fund Name	Fund No.	Warrant Date	Vouchers	Total Amount
Maintenance	09-075-0010	10/13/2021	26827 - 26829	\$ 9,039.85
Maintenance	09-075-0010	10/20/2021	26830 - 26872	\$ 189,963.41
Construction	09-075-3030	10/20/2021	902576 - 902579	\$ 141,299.72
ELECTRONIC FUNDS TRANSFERS				
Description	Fund No.	Period Ending	EFT Transfer Date	Total Amount
Payroll Tax	09-075-0010	10/01/2021	10/13/2021	\$ 30,765.34
Direct Deposit – Payroll	09-075-0010	10/01/2021	10/08/2021	\$ 81,817.97
Dept of Retirement	09-075-0010	10/01/2021	10/12/2021	\$ 19,208.95
Dept of Retirement - Deferred Compensation	09-075-0010	10/01/2021	10/08/2021	\$ 5,730.50
Health Equity (KC-BEN96)	09-075-0010	10/01/2021	10/08/2021	\$ 148.22
Health Equity (KC-BEN105)	09-075-0010	10/01/2021	10/08/2021	\$ 127.03
HRA VEBA (KC-BEN60)	09-075-0010	10/01/2021	10/08/2021	\$ 9,501.83
Department of Revenue – Unclaimed Property	09-075-0010	10/01/2021	10/08/2021	\$ 530.05
Department of License – Dyed Diesel Fuel	09-075-0010	10/01/2021	10/08/2021	\$ 264.97
CONSENT AGENDA RESOLUTIONS				
Item #	Resolution #	Description		
None				

4. PUBLIC INPUT

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



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5. RESOLUTIONS/MOTIONS

Motion 21-10-20(1) duly made and seconded denying a leak adjustment to F.R. McAbee for water usage caused by alleged tampering of their irrigation system and not a leak to their water service line. After discussion, the motion carried unanimously. Reference Item 6.4.

6. STAFF/COMMISSIONERS/ATTORNEY

Anne Paige

6.1 3rd Quarter Financial Report - The report will be emailed to the Commissioners on Friday and will be discussed at the 10/26/21 Board Workshop.

6.2 Local 32 Collective Bargaining Agreement 2020-2023 - Anne and Matt discussed keeping the current medical plan insurance co-pays the same in 2022 as they were in 2021. After discussion, the Board was in favor of continuing the current medical and dental insurance plan co-pay (Article 12, Section 12.1 Medical and Dental Insurance) in 2022. Staff will present a motion at the 10/26/21 Board Workshop for authorization to continue with the current medical and dental insurance co-pay methodology in 2022.

Phil Hite

6.3 Utility Worker Position - The advertisement for the position was posted in the Seattle Times, WASWD, Local 32, ERWOW, Government Jobs, Association of Washington Cities, and AWWA-PNWS.

Matt Everett

6.4 Irrigation Leak Adjustment Request - The District received an email (10/12/21) from Brandon Schaeffer, Facility Manager, with F.R. McAbee, Inc requesting a leak adjustment due to vandals breaking into the irrigation control box and turning on the water multiple times without their knowledge. The District's leak credit policy only covers a leak to their water service line. Discussion ensued.
Action Taken: Reference Item 5 - Motion 21-10-20(1).

6.5 Letters/Callouts to Delinquent Customer Accounts - The District sent approximately 500 letters to customers with accounts in arrears. To date the District has made 65 payment arrangements with customers and 30 customers have paid the balance of their account. Matt said water service shutoffs will start in January 2022 if payment arrangements have not been made as agreed, or if customer with delinquent account makes no effort to enter into payment arrangements or pay water bill.



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There being no further business of the District, President Fultz concluded the meeting at 9:21 a.m.

BOARD OF COMMISSIONERS

Todd Fultz, President

DocuSigned by:

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Polly Daigle, Secretary

DocuSigned by:

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Daniel Johnson, Commissioner

Vince Koester, Commissioner

DocuSigned by:

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Kathleen Quong-Vermeire, Commissioner