



## HIGHLINE WATER DISTRICT Board Workshop Meeting Minutes November 23, 2021

<b>ATTENDEES</b>			(Strikeouts indicate absence)
<b>Commissioners</b>	<b>HWD Staff</b>	<b>HWD Attorney(s)</b>	
Polly Daigle - remote	Matt Everett, General Manager		
Todd Fultz - remote	Jeremy DelMar, Assistant General Manager	<b>CONSULTANTS</b>	
Daniel Johnson - remote	Anne Paige, Finance/Administrative Manager		
Vince Koester	Phil Hite, Operations Manager	<b>GUESTS</b>	
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.

<b>Minutes:</b>	November 17, 2021			
WARRANTS				
Fund Name	Fund No.	Warrant Date	Vouchers	Total Amount
Maintenance	09-075-0010	11/24/2021	26983 - 27002	\$ 25,223.11
ELECTRONIC FUNDS TRANSFERS				
Description	Fund No.	Period Ending	EFT Transfer Date	Total Amount
Payroll Tax	09-075-0010	11/12/2021	11/24/2021	\$ 31,892.56
Direct Deposit – Payroll	09-075-0010	11/12/2021	11/19/2021	\$ 84,537.05
Dept of Retirement	09-075-0010	11/12/2021	11/22/2021	\$ 20,163.70
Dept of Retirement - Deferred Compensation	09-075-0010	11/12/2021	11/19/2021	\$ 6,942.50
Health Equity (KC-BEN96)	09-075-0010	11/12/2021	11/19/2021	\$ 148.22
Health Equity (KC-BEN105)	09-075-0010	11/12/2021	11/19/2021	\$ 127.03
HRA VEBA (KC-BEN60)	09-075-0010	11/12/2021	11/19/2021	\$ 9,501.83
Department of Revenue – B & O Taxes	09-075-0010	10/31/2021	11/29/2021	\$ 68,232.57
CONSENT AGENDA RESOLUTIONS				
Item #	Resolution #	Description		
None				



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### 3A. PUBLIC HEARING – PROPOSED 2022 RATES

President Fultz opened the Public Hearing at 9:03 am. The General Manager gave a Power Point Presentation on the proposed 2022 rate changes. The General Manager and administrative staff recommended a 3.5% rate increase to account for inflation (approximately 6% in 2021) and considerable Capital Improvement projects. The proposed rate changes are as follows: ▫ Water Commodity Charges – Increase 3.5%; ▫ Meter Base Rates – Increase 3.5%; Low Income, Sr. or Disabled – Decrease Meter Base Rate from 35% to 50%. President Fultz requested comments from the public. No members of the public attended the public hearing in person or remotely. After discussion, President Fultz closed the public hearing at 9:09 am. No action taken. A resolution to adopt the proposed rates will be presented at the 12/01/21 Board Meeting.

### 4. PUBLIC INPUT

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

### 5. RESOLUTIONS/MOTIONS

Motion 21-11-23(1) duly made and seconded authorizing the Assistant General Manager as a designee to sign contracts on District's behalf when the General Manager is unavailable. After discussion the motion carried unanimously. Reference Item 7.1

### 6. 2022 DRAFT GOALS & OBJECTIVES DISCUSSION

Management discussed the following key items of the 2022 draft Goals & Objectives:

Water Quality: Flush all distribution main lines every six years (50 miles annually)

Treatment Plant Operations: Revise and update Operations and Maintenance Manuals

Customer Service: Eliminated comment cards and work with customers in-person, via email and phone.

Finance/Administration: Update guidelines for purchasing and contracting.

Staff Development and Training: Facilitate succession planning and transition.

Records Management: Develop network drive retention guidelines and continue staff training on records retention.

Departmental Meetings: Resume committee meetings suspended during COVID pandemic.

Discussion ensued. No action taken. A resolution will be presented to the Board to adopt the 2022 Goals & Objectives at the 12/15/21 Board meeting.

### 7. OTHER

#### Jeremy DelMar

7.1 Jeremy asked the Board for a motion to authorize the General Manager to assign him as a designee to sign contracts in his absence. Action Taken: Reference Item 5, Motion 21-11-23(1).

#### Matt Everett

7.2 Out of Office – Matt will be out of the office 11/25/21 – 12/07/21 and return on 12/08/21. Matt informed the Board that he will not be attending the 12/01/21 Board meeting.



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There being no further business of the District, President Fultz concluded the meeting at 9:22 a.m.

**BOARD OF COMMISSIONERS**

DocuSigned by:

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**Todd Fultz, President**

DocuSigned by:

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**Polly Daigle, Secretary**

DocuSigned by:

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**Daniel Johnson, Commissioner**

DocuSigned by:

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**Vince Koester, Commissioner**

DocuSigned by:

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**Kathleen Quong-Vermeire, Commissioner**