



HIGHLINE WATER DISTRICT

Regular Board Meeting Minutes

January 5, 2022

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

1. CALL TO ORDER

President Fultz called the meeting to order at 9:00 a.m.

- 1A. The Oath of Office was administered by Eric Frimodt, Attorney, to Commissioner Kathleen Quong-Vermeire (Position No. 3) and Commissioner Vince Koester (Position No. 5) for six-year terms (2022-2027).

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:	December 15, 2021			
WARRANTS				
Fund Name	Fund No.	Warrant Date	Vouchers	Total Amount
Maintenance	09-075-0010	12/29/2021	27074 - 27116	\$ 431,370.83
Maintenance	09-075-0010	01/05/2021	27117 - 27130	\$ 42,693.75
Construction	09-075-3030	01/05/2021	902599 - 902602	\$ 1,240,542.86
Construction	09-075-3030	12/29/2021	902603 - 902603	\$ 498.00
ELECTRONIC FUNDS TRANSFERS				
Fund Name	Fund No.	Period Ending	EFT Transfer Date	Total Amount
Payroll Tax	09-075-0010	12/10/2021	12/17/2021	\$ 32,577.46
Payroll Tax	09-075-0010	12/24/2021	12/31/2021	\$ 34,246.89
Direct Deposit - Payroll	09-075-0010	12/10/2021	12/17/2021	\$ 86,847.50
Direct Deposit - Payroll	09-075-0010	12/24/2021	12/31/2021	\$ 93,060.63
Dept of Retirement	09-075-0010	12/10/2021	12/20/2021	\$ 20,980.47
Dept of Retirement	09-075-0010	12/24/2021	12/31/2021	\$ 20,637.13
Dept of Retirement - Deferred Compensation	09-075-0010	12/10/2021	12/17/2021	\$ 6,807.50
Health Equity (KC-BEN96)	09-075-0010	12/10/2021	12/17/2021	\$ 148.22
Health Equity (KC-BEN105)	09-075-0010	12/10/2021	12/17/2021	\$ 127.03
HRA VEBA (KC-BEN60)	09-075-0010	12/10/2021	12/17/2021	\$ 9,177.75
Department of Revenue	09-075-0010	11/30/2021	12/27/2021	\$ 87,647.54
CONSENT AGENDA RESOLUTIONS				
Item #	Resolution #	Description		
None				



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4. PUBLIC INPUT

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

5. RESOLUTIONS/MOTIONS

Resolution 22-1-5A electing Polly Daigle to serve as President of the Board of Commissioners in 2022. Motion duly made and seconded. After discussion, the motion carried unanimously.

Resolution 22-1-5B electing Daniel Johnson to serve as Secretary of the Board of Commissioners in 2022. Motion duly made and seconded. After discussion, the motion carried unanimously.

Resolution 22-1-5C authorizing partial release of Easement #4624497 with KBHPNW, LLC, Developer, relating to Stafford Meadows Developer Extension. Motion duly made and seconded. After discussion, the motion carried unanimously.

6. STAFF/COMMISSIONERS/ATTORNEY

Anne Paige

6.1 Washington State Audit Exit Conference - The exit conference will be held at the 1/19/22 Board meeting.

Jeremy DelMar

6.2 Project 22-2 Huntington Park Water Main Replacement – The District will send a request for proposals this week to four firms on our Consultant Roster with MRSC for the design of the water main project.

6.3 Engineering Manager's Position – The District will advertise for the Engineering Manager's position and anticipate filling by the end of March.

6.4 Water Tanks with Vent Issues – As a result of the District's Sanitary Survey, three tanks' vents are considered significant deficiencies and require upgrades to meet newly adopted DOH standards. The vents are susceptible to windblown contamination and potential vandalism. At the 1/19/22 meeting, a resolution to declare an emergency for staff to hire contractor to make the emergency repairs will be presented for the Board's consideration.

Eric Frimodt

6.5 Washington Cares Act - Eric gave an update of the W.C.A. and the payroll tax of 0.58%, effective 1/1/22. Discussion ensued. No action taken.

6.6 King County Franchise Ordinance – The case was dismissed but utilities reserve the right to bring claims forward. Mr. Frimodt stated that utilities should try to resolve issues by negotiating with King County.



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There being no further business of the District, President Daigle concluded the meeting at 9:28 a.m.

BOARD OF COMMISSIONERS

DocuSigned by:

Polly Daigle

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Polly Daigle, President

DocuSigned by:

Daniel Johnson

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Daniel Johnson, Secretary

DocuSigned by:

Todd Fultz

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Todd Fultz, Commissioner

DocuSigned by:

V. Koester

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Vince Koester, Commissioner

DocuSigned by:

Kathleen Quong-Vermeire

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Kathleen Quong-Vermeire, Commissioner