



HIGHLINE WATER DISTRICT Regular Board Meeting Minutes January 19, 2022

ATTENDEES			(Strikeouts indicate absence)
Commissioners Polly Daigle Todd Fultz - remote Daniel Johnson - remote Vince Koester Kathleen Quong-Vermeire	HWD Staff Matt Everett, General Manager Jeremy DelMar, Assistant General Manager Anne Paige, Finance/Administrative Manager Phil Hite, Operations Manager Mary Fossos, Project Coordinator, CIPs Greg Wilson, Customer Service Supervisor	HWD Attorney(s) CONSULTANTS GUESTS Sandeep Kaur SOA Rebecca Nyanjui SOA	

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:		January 5, 2022			
WARRANTS					
Fund Name	Fund No.	Warrant Date	Vouchers		Total Amount
Maintenance	09-075-0010	1/19/2022	27139 - 27192		\$ 261,862.79
Maintenance	09-075-0010	1/12/2022	27131 - 27138		\$ 25,782.77
Construction	09-075-3030	1/19/2022	902604 - 902605		\$ 12,587.65
ELECTRONIC FUNDS TRANSFERS					
Fund Name	Fund No.	Period Ending	EFT Transfer Date	Total Amount	
Payroll Tax	09-075-0010	1/07/2022	1/14/2022	\$ 33,468.59	
Direct Deposit – Payroll	09-075-0010	1/07/2022	1/14/2022	\$ 83,103.14	
Dept of Retirement	09-075-0010	1/07/2022	1/18/2022	\$ 20,753.26	
Dept of Retirement - Deferred Compensation	09-075-0010	1/07/2022	1/14/2022	\$ 6,807.50	
Health Equity (KC-BEN105)	09-075-0010	1/07/2022	1/14/2022	\$ 133.69	
HRA VEBA (KC-BEN60)	09-075-0010	1/07/2022	1/14/2022	\$ 10,340.84	
Labor & Industries	09-075-0010	12/3/2021	1/26/2022	\$ 7,228.97	
CONSENT AGENDA RESOLUTIONS					
Item #	Resolution #	Description			
None					



HIGHLINE WATER DISTRICT Regular Board Meeting Minutes January 19, 2022

3A. STATE AUDITOR'S OFFICE EXIT CONFERENCE

Rebecca Nyanjui, Audit Lead, and Sandeep Kaur, representing Alexander Beherndt, CPA, Audit Manager, attended the meeting remotely.

Accountability Audit Report (Audit Opinion)

The areas examined included Self-Insurance, Financial Conditions, Open Public Meetings, Documentation of Minutes, Executive Sessions and Special Meetings. The District complied, in all material respects, with applicable state laws, regulations, and its own policies, and provided adequate controls over the safeguarding of public resources.

Financial Statements (Audit Opinion)

The financial statements present fairly, in all material aspects, the financial position of the Highline Water District as of 12/31/20, and the changes in financial position and cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

The auditors thanked Anne Paige, the Administrative Manager and District staff for their cooperation and timely response to their requests during the audit. There were no recommendations included with the audit.

4. PUBLIC INPUT

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

5. RESOLUTIONS/MOTIONS

- 5.1 Resolution 22-1-19A Resolution declaring an emergency to remediate reservoir vents found to have significant deficiency. Motion duly made and seconded. After discussion, the motion carried unanimously.
- 5.2 Resolution 22-1-19B Resolution authorizing Developer Extension Agreement (Star Lake Crossing). Motion duly made and seconded. After discussion, the motion carried unanimously.
- 5.3 Resolution 22-1-19C Resolution waiving competitive bidding requirements of RCW 57.08.050 for purchase limited to a single source of supply and authorizing the General Manager or designee to purchase and execute the ESRI Small Utility Enterprise Agreement for updating, upgrading, and expanding the District's Geographic Information System (GIS). Motion duly made and seconded. After discussion, the motion carried unanimously.

6. STAFF/COMMISSIONERS/ATTORNEY

Phil Hite

- 6.1 District crews started one of four main replacement projects scheduled for 2022. The first project is located at S 259th St and 33rd Ave S.

Greg Wilson

- 6.2 Greg gave a status update for locking delinquent accounts. The 2-year moratorium was lifted in September 2021. Late charges were reinstated in December. There are 475 customers with a delinquent balance of \$200 or more. The District began locking delinquent accounts last week. Staff has been working with customers to make payment arrangements and has been doing an excellent job addressing the increased workload.

Jeremy DelMar

- 6.3 Highline Amateur Radio Club will attend the Board Workshop to discuss a proposal to install an antenna on the North Hill Water Tank to assist the District during an emergency.

Matt Everett

- 6.4 Matt provided a copy of the Code of Ethics to the Board and asked they review the document.



**HIGHLINE WATER DISTRICT
Regular Board Meeting Minutes
January 19, 2022**

6. STAFF/COMMISSIONERS/ATTORNEY

- 6.5 Staff will discuss with the Board about adding Juneteenth to the list of observed holidays at the 01/25/2021 workshop.
- 6.6 Jeremy and Matt met with Seattle Public Utilities to discuss Tukwila's Intertie matter and the SPU Contract. SPU desires to enter into a settlement agreement with the parties to not set a future precedence regarding the exchange of water between the agencies.

Anne Paige

- 6.7 Thanked staff for efforts and accuracy on the 2021 audit.



HIGHLINE WATER DISTRICT Regular Board Meeting Minutes January 19, 2022

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

8728D370F2E446D

Todd Fultz, Commissioner

DocuSigned by:

Vince Koester

3BCE3F3D9D7D400

Vince Koester, Commissioner

DocuSigned by:

Kathleen Quong-Vermeire

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Kathleen Quong-Vermeire, Commissioner