



HIGHLINE WATER DISTRICT
Board Workshop Meeting Minutes
May 24, 2022

ATTENDEES			(Strikeouts indicate absence)
Commissioners	HWD Staff	HWD Attorney(s)	
Polly Daigle - remote	Matt Everett, General Manager		
Todd Fultz	Jeremy DelMar, Assistant General Manager	CONSULTANTS	
Daniel Johnson	Anne Paige, Finance/Administrative Manager		
Vince Koester - remote	Tim Osborne, Engineering Manager		
Kathleen Quong-Vermeire	Phil Hite, Operations Manager - Remote	GUESTS	
	Mary Fossos, Project Coordinator, CIPs		
	Carryn Frye, Senior Accounting Specialist		

1. CALL TO ORDER

President Daigle called the meeting to order at 9:03 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:	May 18, 2022			
WARRANTS				
Fund Name	Fund No.	Scheduled Payment Date	Vouchers	Total Amount
Maintenance	09-075-0010	05/25/2022	27631 - 27640	\$ 6,846.11
Construction	09-075-3030	05/25/2022	902647 - 902648	\$ 2,396.00
ELECTRONIC FUNDS TRANSFER				
Description	Fund No.	Period Ending	EFT Transfer Date	Total Amount
Payroll Tax	09-075-0010	05/13/2022	05/25/2022	\$ 36,845.73
Direct Deposit – Payroll	09-075-0010	05/13/2022	05/20/2022	\$ 89,507.84
Dept of Retirement	09-075-0010	05/13/2022	05/23/2022	\$ 22,042.02
Dept of Retirement - Deferred Compensation	09-075-0010	05/13/2022	05/20/2022	\$ 7,603.00
Health Equity (KC-BEN105)	09-075-0010	05/13/2022	05/20/2022	\$ 133.69
HRA VEBA (KC-BEN60)	09-075-0010	05/13/2022	05/20/2022	\$ 9,615.16
CONSENT AGENDA RESOLUTIONS				
Item #	Resolution #	Description		
None				

4. PUBLIC INPUT

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



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5. RESOLUTIONS/MOTIONS

No resolutions or motions were presented at the meeting.

6. 2021 FINANCIAL STATEMENTS

Anne provided the Board with a copy of the 2021 Year End Financials and answered questions of the Board. Anne will submit the report to the Washington State Auditor's Office later this week.

Anne thanked her staff for their hard work on the financial statements.

7. OTHER

Phil Hite

7.1 Tank Vent Replacements - T Bailey (contractor) is replacing the vent on the Star Lake tank and will complete by the end of the week. The interior of the tank was inspected and is in good shape. The Bow Lake tank vent is scheduled to be replaced on 6/3/22. The North Hill tank vent replacement will follow.

7.2 Woodmont Drive & 13th Pl S Water Main Replacement – District crews are replacing a small diameter water main in advance of a city overlay project. The work should be completed this week.

Tim Osborne

7.3 Project 18-2 International Blvd @ SR 509 Road Improvements – WSDOT will be using temporary hangers to install the District's water main under the bridge.

7.4 Developer Extensions – Reviewing progress of current developer extension projects.

Jeremy DelMar

7.5 City of SeaTac Franchise Negotiation – The District received a copy of the City of SeaTac's draft Franchise Agreement. Management is reviewing and will return with comments to the City after the fourth of July. KCWD 20 and KCWD 125 would like to partner with Highline to share in attorney fees for the negotiations. KCWD 49 may also partner with Highline.

7.6 Claim Against District – A customer filed a claim for damages that water coming up in the street was caused by the District's water main. The claim was denied by the District's insurance company as there is no evidence to support the claim that the District is at fault. Jeremy will update the Board on the status of the claim.

7.7 Washington State Department of Ecology PFAS Chemical Action Plan - The District is participating in a pilot study to test for PFAS in ground water. Testing of PFAS will be required, effective 1/1/23. Initial indications of PFNA near state action level present at Tye. We have performed follow up samples for blending prior to first customer. We are waiting for the results.



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There being no further business of the District, President Daigle concluded the meeting at 9:42 a.m.

BOARD OF COMMISSIONERS

<p>DocuSigned by: <i>Polly Daigle</i> <small>78D9B6DD748D4ED...</small></p> <hr/> <p>Polly Daigle, President</p>	<p>x</p> <hr/> <p>Yea</p>	<p>_____</p> <hr/> <p>Nay</p>	<p>_____</p> <hr/> <p>Abstain</p>
<p>DocuSigned by: <i>Daniel Johnson</i> <small>6E7B46B7088F467...</small></p> <hr/> <p>Daniel Johnson, Secretary</p>	<p>x</p> <hr/> <p>Yea</p>	<p>_____</p> <hr/> <p>Nay</p>	<p>_____</p> <hr/> <p>Abstain</p>
<p>DocuSigned by: <i>Todd Fultz</i> <small>8728D379F2E448D...</small></p> <hr/> <p>Todd Fultz, Commissioner</p>	<p>x</p> <hr/> <p>Yea</p>	<p>_____</p> <hr/> <p>Nay</p>	<p>_____</p> <hr/> <p>Abstain</p>
<p>DocuSigned by: <i>Vince Koester</i> <small>38CF3F3D2D7D408...</small></p> <hr/> <p>Vince Koester, Commissioner</p>	<p>x</p> <hr/> <p>Yea</p>	<p>_____</p> <hr/> <p>Nay</p>	<p>_____</p> <hr/> <p>Abstain</p>
<p>DocuSigned by: <i>Kathleen Quong-Vermeire</i> <small>46FCA32C4556410</small></p> <hr/> <p>Kathleen Quong-Vermeire, Commissioner</p>	<p>x</p> <hr/> <p>Yea</p>	<p>_____</p> <hr/> <p>Nay</p>	<p>_____</p> <hr/> <p>Abstain</p>