



HIGHLINE WATER DISTRICT
Regular Board Meeting Minutes
June 15, 2022

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

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:	June 15, 2022				
WARRANTS					
Fund Name	Fund No.	Scheduled Payment Date	Vouchers	Total Amount	
Maintenance	09-075-0010	06/08/2022	27664 - 27666	\$ 11,099.88	
Construction	09-075-3030	06/08/2022	902651 - 902651	\$ 41,355.19	
Maintenance	09-075-0010	06/15/2022	27667 - 27725	\$ 584,050.61	
Construction	09-075-3030	06/15/2022	902652 - 902653	\$ 37,882.90	
ELECTRONIC FUNDS TRANSFER					
Description	Fund No.	Period Ending	EFT Transfer Date	Total Amount	
Payroll Tax	09-075-0010	05/27/2022	06/08/2022	\$ 38,265.06	
Direct Deposit – Payroll	09-075-0010	05/27/2022	06/03/2022	\$ 92,431.48	
Dept of Retirement	09-075-0010	05/27/2022	06/06/2022	\$ 22,731.91	
Dept of Retirement - Deferred Compensation	09-075-0010	05/27/2022	06/03/2022	\$ 7,603.00	
Health Equity (KC-BEN105)	09-075-0010	05/27/2022	06/03/2022	\$ 133.69	
HRA VEBA (KC-BEN60)	09-075-0010	05/27/2022	06/03/2022	\$ 9,640.16	
Department of Revenue – B & O Taxes	09-075-0010	04/30/2022	05/25/2022	\$ 51,144.35	
CONSENT AGENDA RESOLUTIONS					
Item #	Resolution #	Description			
None					



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5. RESOLUTIONS/MOTIONS

Motion 22-6-15(1) to authorize General Manager contract for Jeremy DelMar and authorize Board President to sign. After discussion the motion carried unanimously. Reference Item 6.1.

Motion 22-6-15(2) to authorize a Tolling Agreement extension with the City of Tukwila. After discussion the motion carried unanimously. Reference Item 6.6.

Motion 22-6-15(3) to deny customer's request for water service be unlocked. After discussion the motion approved unanimously. Reference Item 6.10.

6. STAFF/COMMISSIONERS/ATTORNEY

Eric Frimodt

6.1 General Manager Employment Agreement – Board discussed the terms for the employment for Jeremy DelMar. Action taken: Reference Motion 22-6-15(1).

Phil Hite

6.2 Washington State Department of Ecology PFAS Chemical Action Plan - The District participated in a pilot study to test for PFAS in ground water. Initial indications of PFNA near or exceeding the State Action Level (SAL) is present at Tyee. We have performed follow up samples for blending prior to first customer. Results confirm an SAL exceedance and follow up action is required. Tyee is currently offline while the District determines how to proceed with blending to resolve the issue. The District will need to send notices of an SAL exceedance to customers who receive primarily Tyee water.

6.3 Tank Vent Replacements - T Bailey (Contractor) is replacing the vent on the Bow Lake tank and will complete by the end of the week. The interior of the tank will be cleaned and inspected. The North Hill tank vent replacement will follow on 6/24/22.

Tim Osborne

6.4 GIS Presentation – Introduced Logan Wallace to present GIS presentation for the Board. Logan presented a PowerPoint illustrating the upcoming CIP projects and leveraging GIS technology. Discussion ensued. The Board thanked Logan for his presentation.

Anne Paige

6.5 GFOA Conference – Updated the Board about the conference attended last week.

Jeremy DelMar

6.6 Tukwila Tolling Agreement – Jeremy requested the Board authorize an extension of the Tolling Agreement with the City of Tukwila an additional six months. Action taken: Reference Motion 22-6-15(2).

6.7 Tukwila Utility Tax/Franchise Agreement – Jeremy informed the Board that the City is discussing fees with Water District 125.



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- 6.8 City of Burien – Jeremy will meet with other Managers to discuss the proposed increase in utility tax from 8% to 10%.
- 6.9 City of SeaTac – The City has provided a draft Franchise Agreement for review. The District Attorney, Eric Frimodt will review the draft in the upcoming week.

Matt Everett

6.10 Customer Email – Customer (Account #1268) emailed the District, requesting their water meter be unlocked. The account has been delinquent for several months, payment arrangements were created but the check payment was returned. They have been supplied with phone numbers for organizations for assistance. Staff has followed existing procedures regarding locking. The Board would like to adhere to District policy to keep the meter locked until full delinquent amount is paid. Action taken: Reference Motion 22-6-15(3).

Commissioners

6.11 Commissioners: Johnson, Quong-Vermeire, Fultz, and Daigle thanked Matt Everett for a job well done during his time as General Manager. Also, the Board thanked, CIP Coordinator, Mary Fossos for her many years serving the District.

There being no further business, President Daigle concluded the meeting at 10:10 a.m.

BOARD OF COMMISSIONERS

<p>DocuSigned by: <i>Polly Daigle</i> 700086017AD1E7 Polly Daigle, President</p>	<p>X _____ Yea</p>	<p>_____ Nay</p>	<p>_____ Abstain</p>
<p>DocuSigned by: <i>Daniel Johnson</i> 657D4CB7088E4C7 Daniel Johnson, Secretary</p>	<p>X _____ Yea</p>	<p>_____ Nay</p>	<p>_____ Abstain</p>
<p>DocuSigned by: <i>Todd Fultz</i> 8768D379F2E441D Todd Fultz, Commissioner</p>	<p>X _____ Yea</p>	<p>_____ Nay</p>	<p>_____ Abstain</p>
<p>DocuSigned by: <i>Vince Koester</i> 3BCF3F9D2D7D409... Vince Koester, Commissioner</p>	<p>X _____ Yea</p>	<p>_____ Nay</p>	<p>_____ Abstain</p>
<p>DocuSigned by: <i>Kathleen Quong-Vermeire</i> 46FCA32C4556410 Kathleen Quong-Vermeire, Commissioner</p>	<p>X _____ Yea</p>	<p>_____ Nay</p>	<p>_____ Abstain</p>