



HIGHLINE WATER DISTRICT Regular Board Meeting Minutes August 17, 2022

ATTENDEES		(Strikeouts indicate absence)
COMMISSIONERS Polly Daigle Todd Fultz Daniel Johnson Vince Koester Kathleen Quong-Vermeire	HWD STAFF Jeremy DelMar, General Manager Anne Paige, Finance/Administrative Manager Tim Osborne, Engineering Manager Phil Hite, Operations Manager Carryn Frye, EA/Contract Coordinator	HWD ATTORNEY(S) 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:		WARRANTS			
	August 3, 2022	Fund Name	Fund No.	Scheduled Payment Date	Total Amount
		Maintenance	09-075-0010	08/10/2022	\$ 14,493.57
		Maintenance	09-075-0010	08/17/2022	\$ 189,018.25
		Construction	09-075-3030	08/10/2022	\$ 3,332.74
		Construction	09-075-3030	08/17/2022	\$ 10,053.40
ELECTRONIC FUNDS TRANSFER					
Description	Fund No.	Period Ending	EFT Transfer Date	Total Amount	
Payroll Tax	09-075-0010	08/05/2022	08/17/2022	\$ 34,190.66	
Direct Deposit – Payroll	09-075-0010	08/05/2022	08/12/2022	\$ 85,169.46	
Dept of Retirement	09-075-0010	08/05/2022	08/15/2022	\$ 20,015.49	
Deferred Compensation	09-075-0010	08/05/2022	08/12/2022	\$ 5,209.50	
HRA Veba	09-075-0010	08/05/2022	08/12/2022	\$ 9,565.16	
HSA – Health Equity	09-075-0010	08/05/2022	08/12/2022	\$ 133.69	
Payroll Tax	09-075-0010	08/05/2022	08/17/2022	\$ 34,190.66	
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

- 5.1 Resolution 22-8-17A authorizing a settlement agreement between Highline Water District and Seattle Public Utilities (SPU) regarding the matter of unintended water delivery from Highline to Tukwila through the intertie between the agencies. Motion duly made and seconded. After discussion, the motion carried unanimously.
- 5.2 Resolution 22-8-17B authorizing a settlement agreement between Highline Water District and the City of Tukwila to settle the matter of unintended water delivery through the intertie between the agencies. Motion duly made and seconded. After discussion, the motion carried unanimously.

6. STAFF/COMMISSIONERS/ATTORNEY

Anne Paige

- 6.1 Financials – Second quarter financial statements will be presented at the next meeting.
- 6.2 Staffing – The current Accounts Specialist gave notice that their last day will be 8/26/2022. An advertisement will go out by September 12 for a new Accounts Specialist.
- 6.3 Financial Software Update – The Request for Proposals (RFP) is in progress. We anticipate advertising the RFP in September.

Jeremy DelMar

- 6.4 Updating Lease Policy – The District is in process of drafting a new lease template. District staff and legal have discussed a new practice common among other municipalities to tie annual lease rate increases to a standard Consumer Price Index with a floor percentage instead of using a flat rate. The District's current policy is a flat rate of 3.5% annual. The update will require a change to policy and Board approval. Discussion ensued. Staff will bring back a resolution to the Board for consideration at a future meeting.
- 6.5 Covid-19 Update – Several employees have contracted Covid over the last week. The District is following Covid policy and have notified employees who have been in close contact. Discussion ensued over updated Labor and Industries and Department of Health regulations regarding Covid response.

Kathleen Quong-Vermeire

- 6.6 PFAS Update – Commissioner Quong-Vermeire requested an update of the Tye PFAS research. Mr. DelMar informed the Board that staff has a meeting scheduled with RH2 to begin evaluation treatment of treatment options. The first installment of the District's Public Information Request to the Port of Seattle over PFAS is scheduled for next week. Discussion ensued. No action taken.



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6.7 SPU Contract – Commissioner Quong-Vermeire inquired about the status of the SPU water purchase contract negotiations. Mr. DelMar informed the Board that negotiations are still in progress and will likely last into next year. The District is currently comparing the language of our SPU Partial Requirements Contract versus the Full Requirements Contract that other purveyors have that is the template SPU is using for negotiations. The Purveyor group met August 8 to discuss the counter proposal to SPU.

There being no further business, President Daigle concluded the meeting at 9:46 a.m.

BOARD OF COMMISSIONERS

<p>DocuSigned by: <i>Polly Daigle</i> 7BD0B8DD748D4ED... 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> 6E7D4CD7088F4C7... 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> 8728D379F2E446D... 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> 382D4CB9A38F421... 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> 46FCA32C4556410... Kathleen Quong-Vermeire, Commissioner</p>	<p>x</p> <hr/> <p>Yea</p>	<p>_____</p> <hr/> <p>Nay</p>	<p>_____</p> <hr/> <p>Abstain</p>