



**HIGHLINE WATER DISTRICT
Regular Board Meeting Minutes
December 7, 2022**

ATTENDEES		(Strikeouts indicate absence)
COMMISSIONERS	HWD STAFF	HWD ATTORNEY(S)
Polly Daigle	Jeremy DelMar, General Manager	
Todd Fultz (Remote 9:07am)	Anne Paige, Finance/Administrative Manager	CONSULTANTS
Daniel Johnson	Phil Hite, Operations Manager	
Vince Koester	Carryn Frye, EA/Contract Coordinator	GUESTS
Kathleen Quong-Vermeire		

1. CALL TO ORDER

President Daigle called the meeting to order at 9:01 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:	November 22, 2022			
WARRANTS				
Fund Name	Fund No.	Scheduled Payment Date	Vouchers	Total Amount
Maintenance	09-075-0010	12/07/2022	28281 - 28307	\$ 401,051.87
Construction	09-075-0030	12/07/2022	902687 - 902691	\$ 18,361.17
ELECTRONIC FUNDS TRANSFER				
Description	Fund No.	Period Ending	EFT Transfer Date	Total Amount
Payroll Tax	09-075-0010	11/25/2022	12/07/2022	\$ 30,691.65
Direct Deposit – Payroll	09-075-0010	11/25/2022	12/02/2022	\$ 80,272.08
Dept of Retirement	09-075-0010	11/25/2022	12/05/2022	\$ 19,434.84
Deferred Compensation	09-075-0010	11/25/2022	12/18/2022	\$ 5,074.50
HRA VEBA	09-075-0010	11/25/2022	12/02/2022	\$ 9,964.87
HSA – Health Equity	09-075-0010	11/25/2022	12/02/2022	\$ 133.69
CONSENT AGENDA RESOLUTIONS				
Item #	Resolution #	Description		
None				

4. PUBLIC INPUT

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

5. RESOLUTIONS/MOTIONS

None



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6. RATE MODIFICATION PUBLIC HEARING

President Daigle opened the Public Hearing at 9:07 a.m. General Manager DelMar gave a Power Point Presentation on the proposed 2023 rate changes. DelMar and Administrative staff recommend a 4% rate increase to account for inflation, supply chain and to support capital projects. President Daigle requested comments from the public. No members of the public attended the public hearing in person or remotely. After discussion, President Daigle closed the public hearing at 9:18 a.m. No action taken. A resolution to adopt the proposed rates will be presented at the 12/21/22 meeting for the Board's consideration.

7. DRAFT 2023 GOALS AND OBJECTIVES

Management discussed the following key items of the 2023 draft Goals & Objectives:

- Hire key personnel and train for position transitions
- Upgrade and replace financial software
- Address Tyee Well PFAS issues
- Update personnel manual
- Develop and update purchasing manual
- Negotiate SPU amendment to water purchase contract
- Develop service line inventory strategy to meet the EPA's updated Lead and Copper Rule

Discussion ensued. No action taken. A resolution will be presented to the Board to adopt the 2022 Goals & Objectives at the 12/21/22 Board meeting.

8. EMPLOYEE SERVICE AWARDS DISCUSSION

Finance/Administrative Manager Paige and General Manager DelMar discussed the proposal to update the Employee Service Awards Policy. The Board was in support of the proposed modifications. Staff will present a resolution reflecting the changes at the 12/21/22 meeting.

9. STAFF/COMMISSIONERS/ATTORNEY

Phil Hite

- 9.1 Security Updates Pump Station 3 – Operations Manager Hite informed the Board that a contract is being processed to improve the security system. The improvements include Access Control and CCTV installation. A resolution will be presented to the Board at the at a future Board meeting.
- 9.2 Main Break S 272nd and 45th Pl S – Hite informed the Board of a main break over the Thanksgiving Holiday weekend. The District crew repaired it and there was minimal property damage.



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Anne Paige

- 9.3 2021 Audit – Finance/Administrative Manager Paige informed the Board that the Audit Exit Meeting will be held in January.
- 9.4 Request for Proposals (RFP) for Financial Software – Paige informed the Board that the RFP's for the financial software deadline is December 8, and staff will review the submissions over the next several weeks.

Jeremy DelMar

- 9.5 Personnel Manual – General Manager DelMar informed the Board that he would like to provide staff with a more user-friendly personnel manual to replace the current one. This is noted as one of the 2023 Goals and Objectives.
- 9.6 Washington State Department of Commerce Utility Assistance Rearranges Funding - DelMar informed the Board that after the numbers were run, the amount to satisfy the allocation to eligible accounts would be approximately \$29,000. The District will proceed with participation as previously recommended by the Board. Delays with processing are to be expected and the District may not receive the funds timely to be implemented by the end of the month.
- 9.7 RH2 Application for the ACEC Engineering Excellence Awards – DelMar informed the Board that RH2 will be applying for the ACEC Engineering Excellence Award which names the year's most outstanding engineering achievements in Washington State. They will submit the George Landon Project completed this year. DelMar wrote a letter of recommendation in support of the project. The submission deadline is 01/13/2023. Winners will be announced on June 13, 2023.



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December 7

CAJ

There being no further business, President Daigle concluded the meeting at 10:08 a.m.

BOARD OF COMMISSIONERS

<p>DocuSigned by: <i>Polly Daigle</i> 7BD0B6DD748D4ED...</p> <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> 6E7D4CD7088F4C7...</p> <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> 6728D378F2E446D...</p> <p>Todd Fultz, Commissioner</p>	<p>x</p> <hr/> <p>Yea</p>	<p>_____</p> <hr/> <p>Nay</p>	<p>_____</p> <hr/> <p>Abstain</p>
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