



HIGHLINE WATER DISTRICT
Regular Board Meeting Minutes
December 21, 2022

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

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:		December 7, 2022		
WARRANTS				
Fund Name	Fund No.	Scheduled Payment Date	Vouchers	Total Amount
Maintenance	09-075-0010	12/14/2022	28308 - 28319	\$ 97,137.36
Maintenance	09-075-0010	12/21/2022	28320 - 28372	\$ 152,887.94
Construction	09-075-0030	12/21/2022	902692 - 902692	\$ 551.25
ELECTRONIC FUNDS TRANSFER				
Description	Fund No.	Period Ending	EFT Transfer Date	Total Amount
Payroll Tax	09-075-0010	12/09/2022	12/16/2022	\$ 31,521.70
Payroll Tax - Sick Leave Buyback	09-075-0010	11/30/2022	12/14/2022	\$ 10,190.96
Direct Deposit – Payroll	09-075-0010	12/09/2022	12/16/2022	\$ 82,315.78
Direct Deposit/Checks – Sick Leave Buyback	09-075-0010	11/30/2022	12/02/2022	\$ 20,689.36
Dept of Retirement	09-075-0010	12/09/2022	12/19/2022	\$ 19,889.61
Deferred Compensation	09-075-0010	12/09/2022	12/16/2022	\$ 4,924.50
HRA VEBA	09-075-0010	12/09/2022	12/16/2022	\$ 10,014.87
HSA – Health Equity	09-075-0010	12/09/2022	12/16/2022	\$ 133.69
CONSENT AGENDA RESOLUTIONS				
Item #	Resoluti on #	Description		
None				



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4. PUBLIC INPUT

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

5. RESOLUTIONS/MOTIONS

Resolution 22-12-21A adopting the 2023 Water Rates and amend accordingly the Highline Water District Code (HWDC) Section 6.04.020 Water/Miscellaneous Rates. Motion duly made and seconded. After discussion, the motion carried unanimously.

Resolution 22-12-21B terminating developer extension agreement with Bridge Development Point Partners, LLC and authorizing new developer extension agreement with Bridge Sea Tac 300, LLC (Bridge Point SeaTac Maywood). Motion duly made and seconded. After discussion, the motion carried unanimously.

Resolution 22-12-21C adopting the 2023 Operating Budget. Motion duly made and seconded. After discussion, the motion carried unanimously.

Resolution 22-12-21D adopting the 2023 Capital Improvement Program. Motion duly made and seconded. After discussion, the motion carried unanimously.

Resolution 22-12-21E adopting the 2023 Goals & Objectives. Motion duly made and seconded. After discussion, the motion carried unanimously.

Resolution 22-12-21F declaring an emergency and authorizing the replacement of water main at Kent Des Moines Road and 30th Ave S. Motion duly made and seconded. After discussion, the motion carried unanimously.

Resolution 22-12-21G modifying Employee Service Awards. Motion duly made and seconded. After discussion, the motion carried unanimously.

6. STAFF/COMMISSIONERS/ATTORNEY

Phillip Hite

6.1 Job Posting for Field Supervisor – Operations Manager Hite informed the Board that the District plans to hire a new Field Supervisor by early February. The internal posting went up yesterday and advertisements will be posted next week. The new hire will train with the current Field Supervisor for 4-5 months.

6.2 Spoils Removal Contract – Hite updated the Board on the contract to have spoils materials removed from the District Headquarters. Bids have been solicited and are due this week. He will go through them and bring it to the Board for approval at the next meeting.



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Jeremy DelMar

- 6.3 Holiday Party/Employee of the Year – General Manager DelMar informed the Board that the staff holiday party went well. He also informed them that Brandon Hoesel was voted Employee of the Year for all his hard work and dedication.
- 6.4 Washington State Department of Commerce Utility Assistance Rearranges Funding - DelMar informed the Board that the District moved forward with the Utility Assistance Rearranges Funding Program. Staff consulted with the Washington State Auditor’s office. The District received \$29,000 and funds have been allocated to about 120 accounts.

Polly Daigle

- 6.5 PFAS Article – Commissioner Daigle questioned if there has been any public input regarding the PFAS article printed in the Seattle Times. DelMar informed her that there have not received any public inquiries.

There being no further business, President Daigle concluded the meeting at 9:29 a.m.

BOARD OF COMMISSIONERS

<p>DocuSigned by: <i>Polly Daigle</i> 7800B8DD748D4ED... Polly Daigle, President</p>	<p>X</p> <hr/> <p>Yea</p>	<hr/> <p>Nay</p>	<hr/> <p>Abstain</p>
<p>DocuSigned by: <i>Daniel Johnson</i> 0E7D4CD7088F4C7... Daniel Johnson, Secretary</p>	<p>X</p> <hr/> <p>Yea</p>	<hr/> <p>Nay</p>	<hr/> <p>Abstain</p>
<p>DocuSigned by: <i>Todd Fultz</i> 8728D379F2E446D... Todd Fultz, Commissioner</p>	<p>X</p> <hr/> <p>Yea</p>	<hr/> <p>Nay</p>	<hr/> <p>Abstain</p>
<p>DocuSigned by: <i>Vince Koester</i> 382D4CB9A38F421... Vince Koester, Commissioner</p>	<p>X</p> <hr/> <p>Yea</p>	<hr/> <p>Nay</p>	<hr/> <p>Abstain</p>
<p>DocuSigned by: <i>Kathleen Quong-Vermeire</i> 46FCA32C455841D... Kathleen Quong-Vermeire, Commissioner</p>	<p>X</p> <hr/> <p>Yea</p>	<hr/> <p>Nay</p>	<hr/> <p>Abstain</p>