



HIGHLINE WATER DISTRICT
Board Workshop Meeting Minutes
January 24, 2023

ATTENDEES		(Strikeouts indicate absence)
Commissioners	HWD Staff	HWD Attorney(s)
Polly Daigle	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		

1. CALL TO ORDER

President Johnson 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:		January 18, 2023			
WARRANTS					
Fund Name	Fund No.	Scheduled Payment Date	Vouchers		Total Amount
Maintenance	09-075-0010	02/01/2023	28506	- 28525	\$ 136,188.07
Construction	09-075-0030	02/01/2023	902701	- 902702	\$ 24,476.89
ELECTRONIC FUNDS TRANSFERS					
Description	Fund No.	Period Ending	EFT Transfer Date		Total Amount
Payroll Tax	09-075-0010	01/20/2023	01/27/2023		\$ 34,505.40
Direct Deposit – Payroll	09-075-0010	01/20/2023	01/27/2023		\$ 86,132.09
Dept of Retirement	09-075-0010	01/20/2023	01/30/2023		\$ 21,144.69
Deferred Compensation	09-075-0010	01/20/2023	01/27/2023		\$ 5,401.50
Department of Revenue- B & O Taxes	09-075-0010	01/20/2023	01/25/2023		\$ 43,387.00
HRA - Veba	09-075-0010	01/20/2023	01/27/2023		\$ 12,507.99
Health Equity - HSA	09-075-0010	01/20/2023	01/27/2023		\$ 162.23
Department of Licensing – Dyed Diesel Tax	09-075-0010	01/20/2023	01/19/2023		\$ 130.30
CONSENT AGENDA RESOLUTIONS					
Item #	Resolution #	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 22-1-24A commending employee (Matthew Wyatt) for 5 years of service to the District. Motion duly made and seconded. After discussion, the motion carried unanimously.

Resolution 22-1-24B authorizing the acquisition of software license and the implementation, support and maintenance of Caselle, Inc. financial software. Motion duly made and seconded. After discussion, the motion carried unanimously.

6. Other

Jeremy DelMar

6.1 Procurement Manual: General Manager DelMar informed the Board that the new manual is still being drafted. The draft will be presented to the Board at a future meeting.

6.2 Staffing – DelMar informed the Board that Lead Meter Technician, Jeff Laizure, has submitted his retirement after over 30 years of service to the District, effective February 1, 2023. Senior Meter Technician, Jerry Cella, will be promoted into the lead position. The District will be hiring a Meter Reader to replace him.

Applications, both internally and externally, have come in for the Field Supervisor position. The posting closes at the end of this week and interviews will begin in February.



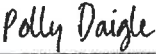
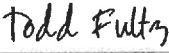
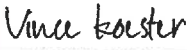
The Board and Staff held a discussion about hiring, future needs, and ability to fill positions. No action taken.



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There being no further business of the District, President Johnson concluded the meeting at 9:30 a.m.

BOARD OF COMMISSIONERS

<p><small>DocuSigned by:</small>  <small>6E704CD7088F4C7...</small> Daniel Johnson, President</p>	<p>x <hr/> Yea</p>	<p><hr/> Nay</p>	<p><hr/> Abstain</p>
<p><small>DocuSigned by:</small>  <small>48FCA32C4558410...</small> Kathleen Quong-Vermeire, Secretary</p>	<p>x <hr/> Yea</p>	<p><hr/> Nay</p>	<p><hr/> Abstain</p>
<p><small>DocuSigned by:</small>  <small>78D0B8DD748D4ED...</small> Polly Daigle, Commissioner</p>	<p>x <hr/> Yea</p>	<p><hr/> Nay</p>	<p><hr/> Abstain</p>
<p><small>DocuSigned by:</small>  <small>8728D378F2E446D...</small> Todd Fultz, Commissioner</p>	<p>x <hr/> Yea</p>	<p><hr/> Nay</p>	<p><hr/> Abstain</p>
<p><small>DocuSigned by:</small>  <small>382D4CB9A38F421...</small> Vince Koester, Commissioner</p>	<p>x <hr/> Yea</p>	<p><hr/> Nay</p>	<p><hr/> Abstain</p>