



## HIGHLINE WATER DISTRICT Regular Board Meeting Minutes February 1, 2023

<b>ATTENDEES</b>			(Strikeouts indicate absence)
<b>COMMISSIONERS</b>	<b>HWD STAFF</b>	<b>HWD ATTORNEY(S)</b>	
Polly Daigle	Jeremy DelMar, General Manager		
Todd Fultz	Anne Paige, Finance/Administrative Manager	<b>CONSULTANTS</b>	
Daniel Johnson	Phil Hite, Operations Manager		
Vince Koester	Carryn Frye, EA/Contract Coordinator	<b>GUESTS</b>	
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.

<b>Minutes:</b>	January 24, 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 TRANSFER				
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 23-2-1A commending employee (Shane Heflen) for 30 years of service. After discussion, the motion carried unanimously.

Resolution 23-2-1B authorizing the surplus or disposal of vehicles. After discussion, the motion carried unanimously.

#### 6. STAFF/COMMISSIONERS/ATTORNEY

##### Phil Hite

- 6.1 Staffing: Operations Manager Hite informed the Board that the Field Supervisor posting closed last Friday. We received seven applications which includes four external and three internal candidates. Interviews will begin next week. Applications will be accepted until the position is filled.

##### Jeremy DelMar

- 6.2 Personnel Update: General Manager DelMar informed the Board that effective February 1, 2023, Senior Meter Technician, Jerry Cella, has been promoted to Lead Meter Technician. Jason Dawes has been transferred from the Operations Department to the Customer Service Department as the new Senior Meter Technician.
- 6.3 WSDOT PowerPoint Presentation: DelMar informed the Board that he emailed them a copy of the WSDOT Quarterly Update presentation regarding the SR-509 project. He encouraged them to review it as there was good information displaying the phases of the project.
- 6.4 Tyee Update: DelMar informed the Board that he will have an Executive Session at the next meeting.
- 6.5 City of Tukwila Franchise Agreement: DelMar intends to meet with the City of Tukwila later this week to finalize the Franchise Agreement between the District and the City. He will bring the outcome to a future Board meeting.



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

## BOARD OF COMMISSIONERS

<p>DocuSigned by: <i>Daniel Johnson</i> 6E7D4CD7088F4C7...</p> <hr/> <p><b>Daniel Johnson, President</b></p>	Yea	Nay	Abstain
<p>DocuSigned by: <i>Kathleen Quong-Vermeire</i> 48FCA32C4556410...</p> <hr/> <p><b>Kathleen Quong-Vermeire, Secretary</b></p>	Yea	Nay	Abstain
<p>DocuSigned by: <i>Polly Daigle</i> 7BD0B6DD748D4ED...</p> <hr/> <p><b>Polly Daigle, Commissioner</b></p>	Yea	Nay	Abstain
<p>DocuSigned by: <i>Todd Fultz</i> 8728D379F2E446D</p> <hr/> <p><b>Todd Fultz, Commissioner</b></p>	Yea	Nay	Abstain
<p>DocuSigned by: <i>Vince Koester</i> 302D4CB9A38F421...</p> <hr/> <p><b>Vince Koester, Commissioner</b></p>	Yea	Nay	Abstain