



**HIGHLINE WATER DISTRICT**  
**Board Workshop Meeting Minutes**  
**April 26, 2022**

<b>ATTENDEES</b>			(Strikeouts indicate absence)
<b>Commissioners</b>	<b>HWD Staff</b>	<b>HWD Attorney(s)</b>	
Polly Daigle	Matt Everett, General Manager		
Todd Fultz - remote	Jeremy DelMar, Assistant General Manager	<b>CONSULTANTS</b>	
Daniel Johnson - remote	Anne Paige, Finance/Administrative Manager		
Vince Koester	Phil Hite, Operations Manager	<b>GUESTS</b>	
Kathleen Quong-Vermeire	Mary Fossos, Project Coordinator, CIPs		
	Carryn Frye, Senior Accounting Specialist		

**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.

<b>Minutes:</b>	April 20, 2022				
WARRANTS					
Fund Name	Fund No.	Warrant Date	Vouchers	Total Amount	
Maintenance	09-075-0010	04/27/2022	27509 - 27534	\$ 303,704.59	
Construction	09-075-3030	04/27/2022	902637 - 902639	\$ 2,600.90	
ELECTRONIC FUNDS TRANSFER					
Description	Fund No.	Period Ending	EFT Transfer Date	Total Amount	
Payroll Tax	09-075-0010	04/15/2022	04/27/2022	\$ 34,961.85	
Direct Deposit – Payroll	09-075-0010	04/15/2022	04/22/2022	\$ 85,026.89	
Dept of Retirement	09-075-0010	04/15/2022	04/25/2022	\$ 21,352.97	
Dept of Retirement - Deferred Compensation	09-075-0010	04/15/2022	04/22/2022	\$ 7,603.00	
Health Equity (KC-BEN105)	09-075-0010	04/15/2022	04/25/2022	\$ 133.69	
HRA VEBA (KC-BEN60)	09-075-0010	04/15/2022	04/22/2022	\$ 10,340.84	
Department of Revenue	09-075-0010	03/31/2022	04/25/2022	\$ 82,363.00	
CONSENT AGENDA RESOLUTIONS					
Item #	Resolution #	Description			
3.1	22-4-26A	Resolution accepting as complete developer extension (New Valley Elementary)			

**4. PUBLIC INPUT**

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



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**5. RESOLUTIONS/MOTIONS**

Resolution 22-4-26B authorizing developer extension agreement (Amelia Multifamily). Motion duly made and seconded. After discussion, the motion carried unanimously.

**6. DELINQUENT ACCOUNTS UPDATE**

Greg Wilson, Customer Service Supervisor, gave an update on the delinquent accounts. Currently, there is approximately \$200k in delinquent accounts over 90 days delinquent.

Locked 250 accounts since January (approximately 90% paid or set up payment arrangements). Thirty accounts locked, most are unoccupied. The threshold amount for shut offs lowered in March/April to \$100.00.

**7. 2022 1ST QUARTER FINANCIAL STATEMENTS**

Anne reviewed and discussed with the 1st Quarter Financials; Statement(s) of Net Position; Revenues, Expenses and Changes in Net Position; and the Sources and Applications of Funds (Budget vs. Actual). Jeremy noted that due to inflation and supply chain issues, scheduled capital improvement projects may be delayed. Discussion ensued. No action taken.

**OTHER**

**Jeremy DelMar**

Utility Worker Position – The District will advertise for a new utility worker next week.

Engineering Manager Position – Tim Osborne will start on May 2, 2022.



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There being no further business of the District, President Daigle concluded the meeting at 9:52 a.m.

**BOARD OF COMMISSIONERS**

DocuSigned by: <i>Polly Daigle</i> <small>78D098DD748D4ED...</small>	x		
<b>Polly Daigle, President</b>	Yea	Nay	Abstain
DocuSigned by: <i>Daniel Johnson</i> <small>8E7D4CD7088E4C7...</small>	x		
<b>Daniel Johnson, Secretary</b>	Yea	Nay	Abstain
DocuSigned by: <i>Todd Fultz</i> <small>8728D379E2E446D</small>	x		
<b>Todd Fultz, Commissioner</b>	Yea	Nay	Abstain
DocuSigned by: <i>Vince Koester</i> <small>3BCF3F3D2D7D409...</small>	x		
<b>Vince Koester, Commissioner</b>	Yea	Nay	Abstain
DocuSigned by: <i>Kathleen Quong-Vermeire</i> <small>48ECA32C4558410</small>	x		
<b>Kathleen Quong-Vermeire, Commissioner</b>	Yea	Nay	Abstain