



**HIGHLINE WATER DISTRICT**  
**Regular Board Meeting Minutes**  
**June 16, 2021**

| <b>ATTENDEES</b>  |   | (Strikeouts indicate absence)   |
|---|---|---|
| <b>COMMISSIONERS</b><br>Polly Daigle - remote<br>Todd Fultz - remote<br>Daniel Johnson - remote<br>Vince Koester<br>Kathleen Quong-Vermeire | <b>HWD STAFF</b><br>Matt Everett, General Manager<br>Jeremy DelMar, Assistant General Manager<br>Anne Paige, Finance/Administrative Manager<br>Mary Fossos, Project Coordinator, CIPs<br>Greg Wilson, Customer Service Supervisor | <b>HWD ATTORNEY(S)</b><br><br><b>CONSULTANTS</b><br><br><b>GUESTS</b> |

**1. CALL TO ORDER**

President Fultz 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> June 2, 2021             |              |               |                   |               |
|--|--------------|---------------|-------------------|---------------|
| <b>WARRANTS</b>                          |              |               |                   |               |
| Fund Name                                | Fund No.     | Warrant Date  | Vouchers          | AMOUNT        |
| Maintenance                              | 09-075-0010  | 06/09/2021    | 26432 - 26435     | \$ 8,294.27   |
| Construction                             | 09-075-3030  | 06/09/2021    | 902528 - 902528   | \$ 69.97      |
| Maintenance                              | 09-075-0010  | 05/26/2021    | 26436 - 26487     | \$ 190,272.33 |
| Construction                             | 09-075-3030  | 05/26/2021    | 902529 - 902533   | \$ 62,502.02  |
| Description                              | Fund No.     | Period Ending | EFT Transfer Date | Total Amount  |
| Payroll Tax                              | 09-075-0010  | 05/28/2021    | 06/09/2021        | \$ 37,270.56  |
| Direct Deposit - Payroll                 | 09-075-0010  | 05/28/2021    | 06/04/2021        | \$ 88,913.77  |
| Dept of Retirement                       | 09-075-0010  | 05/28/2021    | 06/07/2021        | \$ 24,310.23  |
| Dept of Retirement-Deferred Compensation | 09-075-0010  | 05/28/2021    | 06/04/2021        | \$ 5,300.50   |
| Health Equity (KC-BEN96)                 | 09-075-0010  | 05/28/2021    | 06/04/2021        | \$ 278.12     |
| Health Equity (KC-BEN105)                | 09-075-0010  | 05/28/2021    | 06/04/2021        | \$ 127.03     |
| HRAVEBA (KC-BEN60)                       | 09-075-0010  | 05/28/2021    | 06/04/2021        | \$ 8,541.88   |
| <b>CONSENT AGENDA RESOLUTIONS</b>        |              |               |                   |               |
| Item #                                   | Resolution # | Description   |                   |               |
| None                                     |              |               |                   |               |

**4. PUBLIC INPUT**

No members of the public attended the meeting remotely.

**5. RESOLUTIONS/MOTIONS**

No resolutions or motions were presented at the meeting.



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**6. STAFF/COMMISSIONERS/ATTORNEY**

**Greg Wilson/Matt Everett**

6.1 Delinquent Accounts Policy Discussion – Greg updated the Board on the status of delinquent accounts:

| <u>Delinquent Amount Owed</u> | <u>Owner Occupied</u> | <u>Tenant Occupied</u> | <u>Total Delinquent Accounts</u> |
|-------------------------------|-----------------------|------------------------|----------------------------------|
| \$200.00                      | 321                   | 97                     | 418                              |
| \$300.00                      | 237                   | 69                     | 306                              |
| \$400.00                      | 190                   | 61                     | 251                              |

Greg noted that only 16 customers have entered into long-term payment arrangements.

Governor Inslee has announced that the state is moving to a statewide June 30th reopening. Matt recommending waiting two months beyond June 30<sup>th</sup> to begin shut-offs and assessing late charges. District staff will continue to contact customers to pay their bill in full or make payment arrangements. A resolution will be presented to the Board when appropriate to supersede Resolution 20-3-16A declaring an emergency relating to the COVID-19 Virus.

**Anne Paige**

6.2 Service Awards – At the 6/22/21 Board Workshop, two employees will be commended for their years of service; Carryn Frye – 15 years and Sean Davis – 5 years.

**Jeremy DelMar**

6.3 Emergency Response Plan Update – Per the requirements of America’s Water Infrastructure Act (AWIA) of 2018, a Vulnerability Assessment, Risk and Resilience Assessment and Emergency Response Plan are required to be updated every five years. Carollo Engineers completed the Vulnerability Assessment and Risk and Resilience Assessment. The District’s Emergency Response Plan update will be complete next week.

**Matt Everett**

6.4 Open Office to Public – Matt would like to open the office after the 4<sup>th</sup> of July and start having in-person meetings. Employees that have been vaccinated twice would no longer need to wear masks. Matt informed the Board that he would like to add secure glass to the front counter for enhanced security. The District has requested three bids. The Board is in favor of increasing the safety of the employees.



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There being no further business of the District, President Fultz concluded the meeting at 9:22 a.m.

**BOARD OF COMMISSIONERS**

DocuSigned by:  
  
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**Todd Fultz, President**

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**Polly Daigle, Secretary**

DocuSigned by:  
  
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**Daniel Johnson, Commissioner**



**Vince Koester, Commissioner**

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**Kathleen Quong-Vermeire, Commissioner**