



**HIGHLINE WATER DISTRICT
Board Workshop Meeting Minutes
June 22, 2021**

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

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.

Minutes: June 16, 2021				
WARRANTS				
Fund Name	Fund No.	Warrant Date	Vouchers	AMOUNT
Maintenance	09-075-0010	06/23/2021	26488 - 26512	\$ 807,624.84
Construction	09-075-3030	06/23/2021	902534 - 902538	\$ 740,182.29
Description	Fund No.	Period Ending	EFT Transfer Date	Total Amount
Payroll Tax	09-075-0010	06/11/2021	06/23/2021	\$ 30,028.77
Direct Deposit - Payroll	09-075-0010	06/11/2021	06/18/2021	\$ 75,205.92
Dept of Retirement	09-075-0010	06/11/2021	06/21/2021	\$ 23,118.50
Dept of Retirement - Deferred Compensation	09-075-0010	06/11/2021	06/18/2021	\$ 5,320.50
Health Equity (KC-BEN96)	09-075-0010	06/11/2021	06/18/2021	\$ 278.12
Health Equity (KC-BEN105)	09-075-0010	06/11/2021	06/18/2021	\$ 127.03
HRA VEBA (KC-BEN60)	09-075-0010	06/11/2021	06/18/2021	\$ 8,516.88
CONSENT AGENDA RESOLUTIONS				
Item #	Resolution #	Description		
None				

4. PUBLIC INPUT

No members of the public attended the meeting remotely.

5. RESOLUTIONS/MOTIONS

Resolution 21-6-22A commending employee (Carryn Frye) for fifteen years of service. Motion duly made and seconded. After discussion, the motion carried unanimously.

Resolution 21-6-22B commending employee (Sean Davis) for five years of service. Motion duly made and seconded. After discussion, the motion carried unanimously.



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6. OFFICE OPENING AND PUBLIC MEETINGS

Matt informed the Board that the District is still required to have on-line access for public meetings. Commissioners' Daigle, Fultz and Johnson prefer the hybrid model to allow Commissioners the flexibility to attend Board meetings either in-person or virtually. Employees that are fully vaccinated would no longer need to wear masks after July 4th. The tentative date for the state to open is June 30th. The moratorium that mandated no water shut offs or late fees is scheduled to end July 31st. Matt is waiting for Governor Inslee to announce when the state will reopen to the public and the specifics of his reopening plan. Afterwards, Matt will report this information back to the Board along with his recommendations for the District to reopen.

7. OTHER

Anne Paige

7.1 The link for joining the July 7th meeting online will be sent this week.

Jeremy DeMar

7.2 Operations Manager Position – A candidate was selected for the position and accepted the District's offer for employment. The new Operations Manager, Phillip Hite, will start in August.

7.3 Chlorine Shortage – The main producer of chlorine and caustic soda experienced an equipment failure at its plant. The District has a supply of 30-45 days for the treatment plants, and if necessary, could take water from Seattle. Matt added that Seattle Public Utilities sent a message to purveyors that they have enough supply to operate normally.

Matt Everett

7.4 Lobby Security – At the 6/16/21 Matt discussed with the Board that he would like to add secure glass to the front counter for enhanced security. Staff has reviewed proposals and the approximate cost is \$25,000. Matt would like to open the office in late July after the installation is complete. A resolution will be presented to the Board to authorize the purchase at a future Board meeting.

7.5 Engineering Manager Position – Matt informed the Board that he would like to hire an Engineering Manager this year to allow sufficient time for training and transition for his retirement next year. The Board was in general agreement with the plan.



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There being no further business of the District, President Fultz concluded the meeting at 9:21 a.m.

BOARD OF COMMISSIONERS

A handwritten signature in black ink, appearing to read 'Todd Fultz', written over a horizontal line.

Todd Fultz, President

DocuSigned by:

A handwritten signature in black ink, appearing to read 'Polly Daigle', written over a horizontal line.

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Polly Daigle, Secretary

DocuSigned by:

A handwritten signature in black ink, appearing to read 'Daniel Johnson', written over a horizontal line.

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Daniel Johnson, Commissioner

DocuSigned by:

A handwritten signature in black ink, appearing to read 'Vince Koester', written over a horizontal line.

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Vince Koester, Commissioner

DocuSigned by:

A handwritten signature in blue ink, appearing to read 'Kathleen Quong-Vermeire', written over a horizontal line.

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Kathleen Quong-Vermeire, Commissioner