



HIGHLINE WATER DISTRICT Board Workshop Meeting Minutes September 28, 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	Phil Hite, Operations Manager - remote	GUESTS	
Kathleen Quong-Vermeire	Mary Fossos, Project Coordinator, CIPs		

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: September 14, 2021				
WARRANTS				
Fund Name	Fund No.	Warrant Date	Vouchers	AMOUNT
Maintenance	09-075-0010	09/29/2021	26773 - 26813	\$ 876,499.17
Construction	09-075-3030	09/29/2021	902567 - 902573	\$ 373,169.58
ELECTRONIC FUNDS TRANSFERS				
Description	Fund No.	Period Ending	EFT Transfer Date	Total Amount
Payroll Tax	09-075-0010	09/17/2021	09/24/2021	\$ 31,117.04
Direct Deposit – Payroll	09-075-0010	09/17/2021	09/24/2021	\$ 79,811.33
Dept of Retirement	09-075-0010	09/17/2021	09/27/2021	\$ 19,159.58
Dept of Retirement - Deferred Compensation	09-075-0010	09/17/2021	09/24/2021	\$ 5,880.50
Health Equity (KC-BEN96)	09-075-0010	09/17/2021	09/24/2021	\$ 148.22
Health Equity (KC-BEN105)	09-075-0010	09/17/2021	09/24/2021	\$ 127.03
HRA VEBA (KC-BEN60)	09-075-0010	09/17/2021	09/24/2021	\$ 9,501.83
Department of Revenue – B & O Taxes	09-075-0010	08/31/2021	09/27/2021	\$ 79,943.38
CONSENT AGENDA RESOLUTIONS				
Item #	Resolution #	Description		
None				

4. PUBLIC INPUT

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

5. RESOLUTIONS/MOTIONS

Motion 21-9-28(1) duly made and seconded authorizing the recommendations by staff for transitioning out of the shut-off moratorium as referenced in Item 6.1 and incorporated herein. After discussion the motion carried unanimously.



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5. RESOLUTIONS/MOTIONS

Motion 21-9-28(2) duly made and seconded authorizing the General Manager to enter into the Low-Income Household Water Assistance Vendor Agreement with Multi-Service Center which defines the conditions the Vendor must agree to so that the District can make assistance payments to the Vendor on behalf of eligible households. After discussion the motion carried unanimously. Reference Item 6.1.

Motion 21-9-28(3) duly made and seconded authorizing the General Manager or designee to enter a Memorandum of Understanding to Operating Board members for sharing in Legal and Final Consulting Services during the 2021-2022 SPU Contract Negotiations. After discussion the motion carried unanimously. Reference Item 8.1.

6. SHUT-OFF MORATORIUM EXPIRATION (09/30/21) AND DELINQUENT ACCOUNTS

6.1 Greg Wilson, Customer Service Supervisor, discussed the following recommendations for transitioning out of the shut-off moratorium:

Two-month billing cycle period prior to sending actual disconnect warnings

- Send another letter to all customers with a delinquent balance greater than \$200 like the first letter. The letter will include resource information.
- Send late bill reminder.
- Send shut off letter with modified text encouraging the customer to pay or setup payment arrangements.
- Send automated delinquent callout encouraging customer to make payment or arrangements for payment.

Each billing cycle after the above:

- Send regular bill in December.
- Send late notice with late charges.
- Send shut-off letter with hard date.
- Send call out with hard date.
- Keep payment arrangements to no more than 18 months.
- Lock meter if payment or mutually acceptable payment arrangements have not been made or kept. **Be open to short payment arrangements if the meter is locked.**

Greg said with shut off letters and call outs, the District received a substantial number of payments or arrangements for payment after the call out. Require approval from owner if payment arrangements for tenants exceeds three months. If a payment arrangement is not signed by owner, notify tenant with a short window for payment and disconnect.

The Board of Commissioners agreed with the recommendations. Action Taken: Reference Item 5, Motion 21-9-28(1).

Low-income Household Water Assistance Vendor Agreement

Matt requested the Board authorize the Low-Income Household Water Assistance Vendor Agreement with Multi-Service Center which defines the conditions the Vendor must agree to so that the District can make assistance payments to the Vendor on behalf of eligible households. Action Taken: Reference Item 5, Motion 21-9-28(2).

7. 2022 BUDGET – COLA DISCUSSION

7.1 Matt informed the Board there will not be an increase in wholesale water from Seattle. The median COLA of other water and sewer districts polled is at 5-1/2%. Matt asked the Board to consider at least 6% to stay competitive in the job market and make an exception for union staff to receive the same COLA percentage as non-bargaining employees. Anne noted that she is reviewing wage assessments by other purveyors. No action taken.



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8. SPU CONTRACT RENEGOTIATION – FUNDING FOR LEGAL AND FINANCIAL SERVICES

8.1 Matt requested authorization to enter a Memorandum of Understanding to Operating Board members for sharing in Legal and Final Consulting Services during the 2021-2022 SPU Contract Negotiations. Action Taken: Reference Item 5, Motion 21-9-28(3).

9. OTHER

Jeremy DeMar

9.1 Project 16-2 George Landon Pump Station No. 8 - A resolution for the Board's consideration to authorize an amendment to Contract 16-60-09 with RH2 Engineering to include inspection and construction administration for the George Landon Pump Station No. 8 will be presented at the 10/06/21 Board meeting. Diagnostic testing will start tomorrow at the pump station. The project is anticipated to be complete by the end of October.

Phil Hite

9.2 Department of Health (DOH) Sanitary Survey of Group A Public Drinking Water Systems - The DOH will be assessing the District's facilities tomorrow.

Matt Everett

9.3 HWD Headquarters Security Glass Barrier System - Matt informed the Board that Total Security Systems will install the system this weekend.

There being no further business of the District, President Fultz concluded the meeting at 9:41 a.m.

BOARD OF COMMISSIONERS



Todd Fultz, President

DocuSigned by:


Polly Daigle, Secretary

DocuSigned by:


Daniel Johnson, Commissioner



Vince Koester, Commissioner



Kathleen Quong-Vermeire, Commissioner