



HIGHLINE WATER DISTRICT Regular Board Meeting Minutes March 16, 2022

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

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.

Minutes:	March 2, 2022				
WARRANTS					
Fund Name	Fund No.	Warrant Date	Vouchers	Total Amount	
Maintenance	09-075-0010	03/02/2022	27349 - 27397	\$ 259,141.34	
Maintenance	09-075-0010	03/09/2022	27347 - 27348	\$ 12,450.03	
Construction	09-075-3030	03/02/2022	902617 - 902624	\$ 64,306.12	
ELECTRONIC FUNDS TRANSFERS					
Description	Fund No.	Period Ending	EFT Transfer Date	Total Amount	
Payroll Tax	09-075-0010	03/04/2022	03/16/2022	\$ 37,067.64	
Direct Deposit – Payroll	09-075-0010	03/04/2022	03/11/2022	\$ 91,470.37	
Dept of Retirement	09-075-0010	03/04/2022	03/14/2022	\$ 22,066.44	
Dept of Retirement - Deferred Compensation	09-075-0010	03/04/2022	03/11/2022	\$ 7,478.00	
Health Equity (KC-BEN105)	09-075-0010	03/04/2022	03/11/2022	\$ 133.69	
HRA VEBA (KC-BEN60)	09-075-0010	03/04/2022	03/11/2022	\$ 10,340.84	
CONSENT AGENDA RESOLUTIONS					
Item #	Resolution #	Description			
None					

4. PUBLIC INPUT

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



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5. RESOLUTIONS/MOTIONS

Motion 22-3-16(1) duly made and seconded authorizing a one-time leak adjustment credit for Terry & Irina Thomson. After discussion the motion carried unanimously. Reference Item 6.5.

6. STAFF/COMMISSIONERS/ATTORNEY

Phil Hite

6.1 Main Break 03/15/22 – A 12" AC main broke on 31st Lane S, just south of S 208th St. This was the second break on this main. There were no services connected to the main. District crews repaired the main. The main is scheduled to be abandoned in the future as part of the Sound Transit Light Rail project.

6.2 Water System Reports – Staff is working on the Consumer Confidence Report (EPA); Water Use Efficiency (WSDOH) and Water Facilities Inventory (WSDOH).

Matt Everett

6.3 Employee Retirement – Matt informed the Board that Mary Fossos, Project Coordinator, CIPs, has given her notice to retire on June 30, 2022. The Board thanked Mary for her 29 years of service to the District.

6.4 Draft Settlement between SPU and Highline for Tukwila's Unintentional Water Use – The agreement would allow Highline to accept the equivalent of the Unintentionally Delivered Water from Tukwila through the intertie. SPU would not invoice Highline for the return of water. Matt will give an update at a future Board meeting.

6.5 Leak Credit Request from Terry & Irina Thomson – The District received a request from the homeowners for a leak adjustment on their water bill. The homeowners were out of town and when they returned home, they discovered a toilet leaking. The water bill was \$1,999.04. The District's policy (HWDC 11.04.120 – Leak/Leak Adjustment) does not allow leak credits for interior plumbing. Matt asked the Board if they would authorize an exception to the policy and allow this one-time leak adjustment credit.
Action Taken: Reference Motion 22-3-16(1).

6.6 Cyber Security – Brett with Lighthouse Consulting, would like to present a webinar to water districts in lieu of meeting in person at multiple agencies. The Board was in favor of a webinar and due to the nature of the subject, the District would hold an executive session to participate.

6.7 Engineering Manager Position – Jeremy will give an update on the status at the 3/22/22 Board Workshop.

Todd Fultz

6.8 03/22/22 Board Workshop – Commissioner Fultz informed the Board and staff that he will not be attending the meeting and may not attend the 04/04/22 special meeting if travel plans conflict.



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There being no further business of the District, President Daigle concluded the meeting at 9:17 a.m.

BOARD OF COMMISSIONERS

<p>DocuSigned by: <i>Polly Daigle</i> <small>78D086DD748D4ED</small></p> <hr/> <p>Polly Daigle, President</p>	✓	<u>Yea</u>	<u>Nay</u>	<u>Abstain</u>
<p>DocuSigned by: <i>Daniel Johnson</i> <small>8E7D4CD7088F4C7</small></p> <hr/> <p>Daniel Johnson, Secretary</p>	✓	<u>Yea</u>	<u>Nay</u>	<u>Abstain</u>
<p>DocuSigned by: <i>Todd Fultz</i> <small>8728D379E2E446D</small></p> <hr/> <p>Todd Fultz, Commissioner</p>	✓	<u>Yea</u>	<u>Nay</u>	<u>Abstain</u>
<p>DocuSigned by: <i>Vince Koester</i> <small>38CF3E3D2D7D409</small></p> <hr/> <p>Vince Koester, Commissioner</p>	✓	<u>Yea</u>	<u>Nay</u>	<u>Abstain</u>
<p>DocuSigned by: <i>Kathleen Quong-Vermeire</i> <small>46ECA32C4556410</small></p> <hr/> <p>Kathleen Quong-Vermeire, Commissioner</p>	✓	<u>Yea</u>	<u>Nay</u>	<u>Abstain</u>