



## HIGHLINE WATER DISTRICT Board Workshop Meeting Minutes March 22, 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		
<del>Todd Fultz</del>	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		

### 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>	March 16, 2022			
WARRANTS				
Fund Name	Fund No.	Warrant Date	Vouchers	Total Amount
Maintenance	09-075-0010	03/23/2022	27398 - 27414	\$ 262,513.05
CONSENT AGENDA RESOLUTIONS				
Item #	Resolution #	Description		
None				

### 4. PUBLIC INPUT

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

### 5. RESOLUTIONS/MOTIONS

No resolutions or motions were presented at the meeting.

### 6. PERSONNEL TRANSITION DISCUSSION

Matt Everett, General Manager, submitted a letter to the Board of Commissioners as his formal notification of his retirement from Highline Water District effective June 30, 2022. Matt thanked the Board for all their support. Matt recommended to the Board to begin negotiations with Jeremy for an employment contract.

Jeremy informed the Board that Tim Osborne, accepted the offer for the Engineering Manager Position. Mr. Osborne will start on May 2, 2022.



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## 7. OTHER

### Anne Paige

Software Upgrades – Anne informed the Board that the GEMS finance software will need to be upgraded to version 7.0 in January 2023. A new server will also be required. To implement the existing software the cost is estimated at \$22,000-\$23,000. Later this year, Anne and Phil will visit other water districts to review their software systems. The District will need to upgrade its Financial and Asset Management software as it is nearing end of its useful life. The costs may exceed \$200,000 - \$300,000.

Jeremy discussed updating the District’s website and recommended revising the District’s logo. Jeremy will present options to the Board at a future meeting.

Anne thanked Matt for his support and mentorship and wished him well on his retirement.

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

### BOARD OF COMMISSIONERS

DocuSigned by: <i>Polly Daigle</i> 7BD0B8DD748D4ED	X		
<b>Polly Daigle, President</b>	Yea	Nay	Abstain
DocuSigned by: <i>Daniel Johnson</i> 6E7D4CD7088F4C7...	X		
<b>Daniel Johnson, Secretary</b>	Yea	Nay	Abstain
DocuSigned by: <i>T. Fultz</i> 8728D379E2E446D	X		
<b>Todd Fultz, Commissioner</b>	Yea	Nay	Abstain
DocuSigned by: <i>Vince Koester</i> 3BCF3F3D2D7D408...	X		
<b>Vince Koester, Commissioner</b>	Yea	Nay	Abstain
DocuSigned by: <i>Kathleen Quong-Vermeire</i> 48FCA32C4566410...	X		
<b>Kathleen Quong-Vermeire, Commissioner</b>	Yea	Nay	Abstain