



HIGHLINE WATER DISTRICT Regular Board Meeting Minutes October 5, 2022

ATTENDEES			(Strikeouts indicate absence)
COMMISSIONERS	HWD STAFF	HWD ATTORNEY(S)	
Polly Daigle	Jeremy DelMar, General Manager		
Todd Fultz	Anne Paige, Finance/Administrative Manager	CONSULTANTS	
Daniel Johnson	Phil Hite, Operations Manager		
Vince Koester	Carryn Frye, EA/Contract Coordinator	GUESTS	
Kathleen Quong-Vermeire			

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:		WARRANTS				
September 21, 2022		Fund Name	Fund No.	Scheduled Payment Date	Vouchers	Total Amount
		Maintenance	09-075-0010	09/28/2022	28049 - 28059	\$ 10,573.85
		Maintenance	09-075-0010	10/05/2022	28060 - 28078	\$ 869,121.88
		Construction	09-075-3030	09/21/2022	902676 - 902676	\$ 2,903.46
ELECTRONIC FUNDS TRANSFER						
Description	Fund No.	Period Ending	EFT Transfer Date	Total Amount		
Payroll Tax	09-075-0010	09/16/2022	09/28/2022	\$ 31,758.20		
Direct Deposit – Payroll	09-075-0010	09/16/2022	09/16/2022	\$ 77,390.59		
Dept of Retirement	09-075-0010	09/16/2022	09/26/2022	\$ 19,299.56		
Deferred Compensation	09-075-0010	09/16/2022	09/23/2022	\$ 5,074.50		
HRA Veba	09-075-0010	09/16/2022	09/23/2022	\$ 8,864.19		
HSA – Health Equity	09-075-0010	09/16/2022	09/23/2022	\$ 133.69		
CONSENT AGENDA RESOLUTIONS						
Item #	Resolution #	Description				
None						

4. PUBLIC INPUT

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



**HIGHLINE WATER DISTRICT
Regular Board Meeting Minutes
October 5, 2022**

5. RESOLUTIONS/MOTIONS

Motion 22-10-5(1) authorizing the General Manager or designee to execute a One Year Extension Letter to allow for continued negotiations with Seattle Public Utilities to update the Partial Requirements Contract for Supply of Water. Motion duly made and seconded. After discussion, the motion carried unanimously.

Resolution 22-10-5A authorizing DE Bridge SeaTac Maywood. Motion duly made and seconded. After discussion, the motion carried unanimously.

Resolution 22-10-5B commending employee (Jon Seibel) for fifteen years of service with the District. Motion duly made and seconded. After discussion, the motion carried unanimously.

6. STAFF/COMMISSIONERS/ATTORNEY

Phil Hite

- 6.1 Stolen Vehicle Claim Update - Operations Manager Hite informed the Board the District's liability insurance, Enduris will award the District approximately \$37,000 to cover the repairs and replacement of parts and tools for the stolen vehicle. The Board may see expenditures to replace the equipment not included in the Capital Asset Purchases.
- 6.2 Arrow Board Damage Claim Update - Hite informed the Board the Arrow Board damaged from a hit-and-run is a complete loss. Enduris will award the District the cost to replace.
- 6.3 FAA Site Lease (McMicken) - Hite updated the Board that the FAA termination letter has been filed. A new lease is being prepared for the Amateur Radio Club to replace it.
- 6.4 Main Break (10/04/22) – Hite informed the Board that there was a main break caused by a contractor near S 188th St and S Normandy Rd. The crew was dispatched to the main break and did an excellent job repairing it by 6pm. An investigation is underway to determine who is liable for the break.

Anne Paige

- 6.5 Budget – Finance/Administration Manager Paige informed the Board that the finance team continues to work on the 2023 budget.
- 6.6 State Auditor's Office (SAO) IT Audit – Paige informed the Board that the SAO offered to conduct a 4 hour, federally funded, IT audit focusing on the District's SCADA system. Lighthouse Consultants Inc. will assist as necessary but allow the SAO to conduct the audit by their own means.

Jeremy DelMar

- 6.7 Staffing – General Manager DelMar informed the Board that the Engineering Manager on staff has separated from the District. Moving forward, Logan Wallace will become the District's Engineering Supervisor beginning January 1, 2023. DelMar also informed the Board of the need to hire a GIS/IT Technician soon. A job description is underway, and he plans to have it posted by the end of the month.



**HIGHLINE WATER DISTRICT
Regular Board Meeting Minutes
October 5, 2022**

6.8 WASWD Manager’s Meeting – DelMar updated the Board on two topics discussed at the WASWD Manager’s Meeting. First, employee retention and recruitment continues to be an ongoing issue in the industry. Several districts are having a difficult time retaining and recruiting staff. A majority of the District’s represented plan to offer a COLA above 8% with the remaining between 5-8%. Second, many cities are in the process of updating the Accessory Dwelling Unit (ADU) requirements. New guidelines will promote ADU’s and the District will need to research how the changes will impact operations in the future. The General Managers will discuss again at the November meeting.

Kathleen Quong-Vermeire

6.9 WASWD Update – Commissioner Quong-Vermeire informed the Board that General Manager DelMar is now the new contact for the District to the Water/Wastewater Agency Response Network (WAWARN).

There being no further business, President Daigle concluded the meeting at 9:39 a.m.

BOARD OF COMMISSIONERS

<p>DocuSigned by: <i>Polly Daigle</i> 78D0B6DD748D4ED...</p> <hr/> <p>Polly Daigle, President</p>	<p>x</p> <hr/> <p>Yea</p>	<p>_____</p> <hr/> <p>Nay</p>	<p>_____</p> <hr/> <p>Abstain</p>
<p>DocuSigned by: <i>Daniel Johnson</i> 6E7D4CD7088F4C7...</p> <hr/> <p>Daniel Johnson, Secretary</p>	<p>x</p> <hr/> <p>Yea</p>	<p>_____</p> <hr/> <p>Nay</p>	<p>_____</p> <hr/> <p>Abstain</p>
<p>DocuSigned by: <i>Todd Fultz</i> 8728D379F2E446D...</p> <hr/> <p>Todd Fultz, Commissioner</p>	<p>x</p> <hr/> <p>Yea</p>	<p>_____</p> <hr/> <p>Nay</p>	<p>_____</p> <hr/> <p>Abstain</p>
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<p>DocuSigned by: <i>Kathleen Quong-Vermeire</i> 48FCA32C4556410...</p> <hr/> <p>Kathleen Quong-Vermeire, Commissioner</p>	<p>x</p> <hr/> <p>Yea</p>	<p>_____</p> <hr/> <p>Nay</p>	<p>_____</p> <hr/> <p>Abstain</p>