



HIGHLINE WATER DISTRICT Regular Board Meeting Minutes January 4, 2023

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

1. CALL TO ORDER

Commissioner 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: December 21, 2022				
WARRANTS				
Fund Name	Fund No.	Scheduled Payment Date	Vouchers	Total Amount
Maintenance	09-075-0010	12/28/2022	28373 - 28404	\$ 170,568.74
Maintenance	09-075-0010	01/04/2023	28405 - 28424	\$ 318,451.78
Construction	09-075-0030	12/28/2022	902693 - 902695	\$ 469,014.38
Construction	09-075-0030	01/04/2023	902696 - 902696	\$ 54.00
ELECTRONIC FUNDS TRANSFER				
Description	Fund No.	Period Ending	EFT Transfer Date	Total Amount
Payroll Taxes	09-075-0010	12/23/2022	01/04/2023	\$ 32,171.83
Direct Deposit – Payroll	09-075-0010	12/23/2022	12/30/2022	\$ 85,631.67
Dept. of Retirement	09-075-0010	12/23/2022	12/30/2022	\$ 19,514.97
Dept. of Revenue – B & O Taxes	09-075-0010	12/23/2022	12/27/2022	\$ 93,096.06
CONSENT AGENDA RESOLUTIONS				
Item #	Resolution #	Description		
3.1	23-1-4C	Resolution accepting Developer Extension as complete (Sapphire On Normandy Rd.)		

4. PUBLIC INPUT

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



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5. RESOLUTIONS/MOTIONS

Resolution 23-1-4A electing Daniel Johnson the President of the Board of Commissioners. Motion duly made and seconded. After discussion, the motion carried unanimously.

Resolution 23-1-4B electing Kathleen Quong Vermeire as Secretary of the Board of Commissioners. Motion duly made and seconded. After discussion, the motion carried unanimously.

Motion 23-1-4(1) to Approve Legal Services Agreement with Inslee Best and Authorize General Manager to Execute Agreement. Motion duly made and seconded. After discussion, the motion carried unanimously.

Resolution 23-1-4C to award Contract #22-50-21 to Canyon Ridge Construct in the amount of \$147,176.18, including tax. Motion duly made and seconded. After discussion, the motion carried unanimously.

6. STAFF/COMMISSIONERS/ATTORNEY

Phil Hite

6.1 Staffing – Operations Manager Hite informed the Board that the Field Supervisor position has been advertised.

Anne Paige

6.2 Financial Software Update – Finance/Administrative Manager Paige informed the Board that Caselle Government Finance Software has been selected as the best solution to replace the current software.

Jeremy DelMar

6.3 George Landon – General Manager DelMar informed the Board that previous Commissioner, George Landon, passed away. No funeral arrangements planned.



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There being no further business, President Johnson concluded the meeting at 9:18 a.m.

BOARD OF COMMISSIONERS

<p>DocuSigned by: <i>Daniel Johnson</i> 6E7D4CD7088F4C7...</p> <hr/> <p>Daniel Johnson, 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>Kathleen Quong-Vermeire</i> 46FCA32C4550410...</p> <hr/> <p>Kathleen Quong-Vermeire, 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>Polly Daigle</i> 7BD086DD748D4ED...</p> <hr/> <p>Polly Daigle, Commissioner</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>
<p>DocuSigned by: <i>Vince Koester</i> 382D4CB9A38F421...</p> <hr/> <p>Vince Koester, Commissioner</p>	<p>X</p> <hr/> <p>Yea</p>	<p>_____</p> <hr/> <p>Nay</p>	<p>_____</p> <hr/> <p>Abstain</p>