



## HIGHLINE WATER DISTRICT Regular Board Meeting Minutes January 18, 2023

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

### 1. CALL TO ORDER

President Johnson 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			
Fund Name	Fund No.	Scheduled Payment Date	Vouchers	Total Amount	
Maintenance	09-075-0010	01/11/2023	283425 - 28404	\$ 170,568.74	
Maintenance	09-075-0010	01/18/2023	28429 - 28478	\$ 472,588.68	
Construction	09-075-0030	01/18/2023	902697 - 902697	\$ 51.94	
ELECTRONIC FUNDS TRANSFER					
Description	Fund No.	Period Ending	EFT Transfer Date	Total Amount	
Payroll Tax	09-075-0010	01/06/2023	01/18/2023	\$ 33,189.30	
Direct Deposit-Payroll	09-075-0010	01/06/2023	01/18/2023	\$ 83,428.61	
Dept of Retirement	09-075-0010	01/06/2023	01/17/2023	\$ 20,720.84	
Deferred Compensation	09-075-0010	01/06/2023	01/13/2023	\$ 5,251.50	
Department of Labor-L & I Taxes	09-075-0010	01/06/2023	01/27/2023	\$ 7,443.83	
HRA-VEBA	09-075-0010	01/06/2023	01/13/2023	\$ 12,507.99	
Health Equity - HSA	09-075-0010	01/06/2023	01/13/2023	\$ 162.23	
CONSENT AGENDA RESOLUTIONS					
Item #	Resoluti on #	Description			
None					



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#### 4. PUBLIC INPUT

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

#### 5. STATE AUDITOR'S OFFICE EXIT CONFERENCE

Ngan Kim-Hoang Nguyen, CPA/CFE, Matthew Hankins, Audit Supervisor, and Gitta Sendagire, Lead Auditor, attended the meeting remotely.

##### Accountability Audit Report (Audit Opinion)

The areas examined included Self-Insurance, Financial Conditions, Open Public Meetings, Documentation of Minutes, Executive Sessions and Special Meetings. The District complied, in all material respects, with applicable state laws, regulations, and its own policies, and provided adequate controls over the safeguarding of public resources.

##### Financial Statements (Audit Opinion)

The financial statements present fairly, in all material aspects, the financial position of the Highline Water District as of 12/31/21, and the changes in financial position and cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

The auditors thanked Anne Paige, the Finance/Administrative Manager and District staff for their cooperation and timely response to their requests during the audit. There were no recommendations included with the audit.

#### 6. RESOLUTIONS/MOTIONS

No resolutions or motions were presented at the meeting.

#### 7. STAFF/COMMISSIONERS/ATTORNEY

##### **Phil Hite**

- 7.1 Annual Reports: Operations manager Hite informed the Board that the Tier 2 reports will be completed by the end of January.

##### **Anne Paige**

- 7.2 Financial Software Update: Finance/Administrative Manager Paige informed the Board that negotiations are underway with Caselle Government Finance Software.
- 7.3 Commissioner Code of Ethics Policy: Paige informed the Board that the Policy is included in the Manager's Report. She asked that they review it and direct any questions to her.
- 7.4 Staff Appreciation: Paige thanked staff for efforts and accuracy on the 2022 audit. Special thanks to Sandi for her hard work, attention to detail and dedication.



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**Jeremy DelMar**

- 7.5 Staff Appreciation: General Manager DelMar thanked Anne Paige and her finance team for their hard work and effort with the audit.
- 7.6 Procurement Manual: DelMar informed the Board that a new manual is being drafted with updated information for staff to reference. A draft will be presented to the Board at the next meeting and the final version will be ready for Board approval in February.
- 7.7 RH2 Application for the ACEC Engineering Excellence Awards Update: DelMar informed the Board that the District was chosen to be awarded for the George Landon Pump Station. The award ceremony will be held on February 3, 2023, in Bellevue, WA. Members of RH2 and District Management will be attending. DelMar inquired if there is any interest for up to two Board members to attend. Commissioner Quong-Vermeire volunteered to attend. Commissioner Koester suggested extending the invitation to Mrs. Landon. DelMar will send an invite.
- 7.8 Tyee Well Update: DelMar informed the Board that WestWater Research received the information from RH2 and other information are proceeding to evaluate it.
- 7.9 Port of Seattle Emergency Intertie: DelMar informed the Board that the Port is looking to build an emergency intertie with the District at the airport entrance on 160<sup>th</sup> Ave S. The Port will be responsible for working out the details. He will keep the Board updated as new information arises.

**Daniel Johnson**

- 7.10 PFAS Article – Commissioner Johnson questioned if anyone read the PFAS article printed in the New York Times. He shared the scope of PFAS concerns addressed in the article.



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There being no further business, President Johnson concluded the meeting at 9:28 a.m.

## BOARD OF COMMISSIONERS

<p>DocuSigned by: <i>Daniel Johnson</i> <small>8E7D4CD7088F4C7...</small> <b>Daniel Johnson, President</b></p>	<p>X Yea</p>	<p>Nay</p>	<p>Abstain</p>
<p>DocuSigned by: <i>Kathleen Quong-Vermeire</i> <small>46FCA32C4558410...</small> <b>Kathleen Quong-Vermeire, Secretary</b></p>	<p>X Yea</p>	<p>Nay</p>	<p>Abstain</p>
<p>DocuSigned by: <i>Polly Daigle</i> <small>78D086DD748D4ED...</small> <b>Polly Daigle, Commissioner</b></p>	<p>X Yea</p>	<p>Nay</p>	<p>Abstain</p>
<p>DocuSigned by: <i>Todd Fultz</i> <small>8728D379F2E446D...</small> <b>Todd Fultz, Commissioner</b></p>	<p>X Yea</p>	<p>Nay</p>	<p>Abstain</p>
<p>DocuSigned by: <i>Vince Koester</i> <small>362D4CB9A38F421...</small> <b>Vince Koester, Commissioner</b></p>	<p>X Yea</p>	<p>Nay</p>	<p>Abstain</p>