



## HIGHLINE WATER DISTRICT Regular Board Meeting Minutes February 15, 2023

<b>ATTENDEES</b>			(Strikeouts indicate absence)
<b>COMMISSIONERS</b> Polly Daigle Todd Fultz Daniel Johnson Vince Koester Kathleen Quong-Vermeire (Arrived @ 9:15 a.m.)	<b>HWD STAFF</b> Jeremy DelMar, General Manager Anne Paige, Finance/Administrative Manager Phil Hite, Operations Manager Caryn Frye, EA/Contract Coordinator	<b>HWD ATTORNEY(S)</b> Eric Frimodt <b>CONSULTANTS</b>  <b>GUESTS</b>	

### 1. CALL TO ORDER

President Johnson called the meeting to order at 9:00 a.m.

### 2. APPROVE AGENDA

Motion to modify the Agenda as presented and to add a second Executive Session under RCW 42.30.110(g) to evaluate the qualifications of an applicant for public employment was duly made and seconded. The motion carried unanimously.

### 3. CONSENT AGENDA

Motion duly made and seconded to approve the Consent Agenda as presented. The motion carried unanimously.

Minutes:		February 1, 2023			
WARRANTS					
Fund Name	Fund No.	Scheduled Payment Date	Vouchers	Total Amount	
Maintenance	09-075-0010	02/08/2023	28526 - 28532	\$ 42,380.24	
Maintenance	09-075-0010	02/08/2023	28533 - 28533	\$ 2,250.00	
Maintenance	09-075-0010	02/15/2023	28534 - 28582	\$ 544,162.15	
Maintenance-Uniform	09-075-0010	02/15/2023	302717 - 302720	\$ 5,004.97	
Construction	09-075-0030	02/15/2023	902703 - 902706	\$ 245,504.03	
ELECTRONIC FUNDS TRANSFER					
Description	Fund No.	Period Ending	EFT Transfer Date	Total Amount	
Payroll Tax	09-075-0010	02/03/2023	02/15/2023	\$ 40,663.06	
Payroll Tax – Uniform Allowance	09-075-0010	02/10/2023	02/10/2023	\$ 2,653.64	
Direct Deposit – Payroll	09-075-0010	02/08/2023	02/10/2023	\$ 100,760.32	
Dept of Retirement	09-075-0010	02/03/2023	02/13/2023	\$ 21,383.02	
Deferred Compensation	09-075-0010	02/03/2023	02/10/2023	\$ 5,485.00	
HRA - Veba	09-075-0010	02/03/2023	02/10/2023	\$ 12,557.99	
Health Equity - HSA	09-075-0010	02/03/2023	02/10/2023	\$ 162.23	



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CONSENT AGENDA RESOLUTIONS		
Item #	Resolution #	Description
3.1	22-2-15C	Accept DE as complete (Pointe by Vintage-22837 Pacific Hwy S)

**4. PUBLIC INPUT**

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

**5. RESOLUTIONS/MOTIONS**

Resolution 23-2-15A commending employee (Alan Metz) for 30 years of service. After discussion, the motion carried unanimously.

Resolution 23-2-15B commending employee (Jerry Cella) for 30 years of service. After discussion, the motion carried unanimously.

Resolution 23-2-15D commending employee (Nicholas Hoesel) for 5 years of service. After discussion, the motion carried unanimously.

Resolution 23-2-1E rescind Resolution 23-2-1B the surplus or disposal of vehicles. After discussion, the motion carried unanimously.

Motion 23-2-15(1) to cancel the 2/28/23 Board Workshop Meeting. After discussion the motion approved unanimously. Reference Item 6.8.

**6. STAFF/COMMISSIONERS/ATTORNEY**

**Eric Frimodt**

- 6.1 King County Franchise Agreement: The District's Attorney Frimodt updated the Board and Staff on the status of the negotiations. There has been a staff change at the County and it has stalled progress. Frimodt is working with other utility attorneys regarding the terms of the franchise. He anticipates negotiations to resume mid-year.

**Phil Hite**

- 6.2 Public Notice North Hill and T-Mobile Lease Agreement: Operations Manager Hite informed the Board that the current lease agreement is expiring after 25 years and a new one is at tentative agreement. Notice was published in the Kent Reporter for a public hearing to be held by the Board on March 1, 2023 meeting. The new lease agreement will be presented to the Board for approval at the March 15, 2023 meeting.
- 6.3 33<sup>rd</sup> Ave S & S 259<sup>th</sup> Pl Water Main Replacement: Hite informed the Board that the District crew will be starting the emergency main replacement soon.



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### Anne Paige

- 6.4 District Website: Finance/Administrative Manager Paige informed the Board that she is working on the new website and asked the Board if they would be interested in getting their photos taken for it. They were supportive of the request.
- 6.5 Year End Financials: Paige stated the finance team is working on 2022 financials.
- 6.6 Caselle Financial Software: Paige informed the Board that the new financial software is moving forward. She will be meeting with Caselle on 2/22/23 to go over the ERP then update Lighthouse Consulting of the outcome.
- 6.7 Furniture: Paige informed the Board that new furniture will be purchased for the Board room and asked them if they had any requests for updated chairs. The Board stated they were satisfied with their current chairs.

### Jeremy DelMar

- 6.8 ACEC Award Update: General Manager DelMar informed the Board that he and other staff attended the ACEC award dinner. The District won a Silver Award for Unique or Innovative Application of New or Existing Techniques for the George Landon Pump Station.
- 6.9 Cancel Board Workshop Meeting February 28, 2023: DelMar informed the Board that the next Board Workshop Meeting falls one day before the next Regular Board Meeting and requested to cancel the Workshop on 2/28/23. Action Taken: Reference Motion 23-2-15(1).
- 6.10 Draft Procurement Manual: DelMar presented to the Board the draft Procurement Manual. He highlighted the important aspects of the manual for the Board and encouraged them to ask any questions prior to him finalizing the document. Discussion ensued. He will bring the final draft to the Board for approval at a future meeting.

## 7. EXECUTIVE SESSION

- 7.1 An executive session was convened pursuant to RCW 42.30.110(i) potential litigation to discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation. Before convening the executive session at 9:33 a.m., President Johnson advised the executive session would be 15 minutes. The Commissioners, General Manager, Operations and Administrative Managers, and attorney, Eric Frimodt attended the executive session. At 9:48 a.m., the executive session was extended 10 minutes. At 9:58 a.m., the executive session concluded, and the open meeting was reconvened. No action taken.



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7.2 An executive session was convened pursuant to RCW 42.30.110(g) to evaluate the qualifications of an applicant for public employment. Before convening the executive session at 9:58 a.m., President Johnson advised the executive session would be 5 minutes. The Commissioners, General Manager, Operations and Administrative Managers, and attorney, Eric Frimodt attended the executive session. At 10:03 a.m., the executive session was extended 5 minutes. At 10:08 a.m., the executive session concluded, and the open meeting was reconvened. No action taken.

There being no further business, President Johnson concluded the meeting at 10:08 a.m.

**BOARD OF COMMISSIONERS**

<p>DocuSigned by: <i>Daniel Johnson</i> <small>6E7D4CD7088F4C7...</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>46FCA32C4556410...</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>78D088DD748D4ED...</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>382D4CB9A38F421...</small> <b>Vince Koester, Commissioner</b></p>	<p>X Yea</p>	<p>Nay</p>	<p>Abstain</p>