



HIGHLINE WATER DISTRICT Regular Board Meeting Minutes December 1, 2021

ATTENDEES

(Strikeouts indicate absence)

Commissioners

Polly Daigle - remote
Todd Fultz - remote
Daniel Johnson - remote
Vince Koester
Kathleen Quong-Vermeire

HWD Staff

~~Matt Everett~~, General Manager
Jeremy DelMar, Assistant General Manager
Anne Paige, Finance/Administrative Manager
Phil Hite, Operations Manager
Mary Fossos, Project Coordinator, CIPs

HWD Attorney(s)

CONSULTANTS

GUESTS

1. CALL TO ORDER

President Fultz 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:	November 23, 2021			
WARRANTS				
Fund Name	Fund No.	Warrant Date	Vouchers	Total Amount
Maintenance	09-075-0010	12/01/2021	27003 - 27021	\$ 406,037.76
Construction	09-075-3030	12/01/2021	902591 - 902592	\$ 6,709.58
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

Resolution 21-12-1A adopting the 2022 Water Rates and amending accordingly the Highline Water District Code (HWDC) Section 6.04.020 Water/Miscellaneous Rates and to modify Section 6.06 increasing the Rate Reduction Program for low-income senior citizens and low-income disabled persons. Motion duly made and seconded. After discussion the motion carried unanimously.

6. 2022 DRAFT CAPITAL IMPROVEMENT PROGRAM

Jeremy discussed the proposed 2022 CIP Program. He informed the Board that several cities are in progress of completing their budgets and the following projects may have schedule impacts to 2022-2023:

- Lake to Sound Trail Relocation – Portions of this project are in SeaTac and Burien;
- City of Des Moines 24th Ave S Improvements Project Segment 1 – The project is on 24th Ave S between Kent-Des Moines Road and S 223rd Street. The District has budgeted \$6 million dollars for capital improvements in 2022. Discussion ensued. No action taken.



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7. STAFF/COMMISSIONERS/ATTORNEY

Anne Paige

- 7.1 Commissioners Timesheets - Anne asked the Board to submit their December timesheets by 12/15/21.
- 7.2 2022 Budget – Anne informed the Board that the 2022 budget item for a new copier will require an increase based on additional research.

Phil Hite

- 7.3 11/30/21 Main Break – Military Road south of S 270th St – The District was informed of a main break at approximately 1:30 pm. District crews repaired a vertical crack that occurred on the 8” cast iron main. There was no damage to private property.
- 7.4 T-Mobile Site Lease at Mansion Hill – T-Mobile is upgrading their equipment and adding three antennas. There will be an increase in the rental rate.
- 7.5 Utility Worker Position – Second interviews for two candidates are scheduled for 12/02/21.

Jeremy DelMar

- 7.6 Project 16-2 Pump Station No. 8 – The landscaping will be completed next week. Jeremy asked the Board which date would be preferable for a tour of the new pump station. The Board agreed to hold a special meeting on 12/14/21 at 10:00 am.

There being no further business of the District, President Fultz concluded the meeting at 9:19 a.m.

BOARD OF COMMISSIONERS

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Todd Fultz, President

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Polly Daigle, Secretary

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Daniel Johnson, Commissioner

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Vince Koester, Commissioner

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Kathleen Quong-Vermeire, Commissioner