



HIGHLINE WATER DISTRICT Regular Board Meeting Minutes February 2, 2022

ATTENDEES			(Strikeouts indicate absence)
Commissioners Polly Daigle 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 Carryn Frye, Sr Accounting Specialist	HWD Attorney(s) CONSULTANTS GUESTS	

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			
Fund Name	Fund No.	Warrant Date	Vouchers	Total Amount	
Maintenance	09-075-0010	2/02/2022	27209 - 272239	\$ 45,610.87	
Construction	09-075-3030	2/02/2022	902608 - 902609	\$ 7,741.05	
ELECTRONIC FUNDS TRANSFERS					
Description	Fund No.	Period Ending	EFT Transfer Date	Total Amount	
Payroll Tax	09-075-0010	1/21/2022	2/02/2022	\$ 33,914.79	
Direct Deposit – Payroll	09-075-0010	1/21/2022	1/28/2022	\$ 84,516.47	
Dept of Retirement	09-075-0010	1/21/2022	1/31/2022	\$ 21,095.05	
Dept of Retirement - Deferred Compensation	09-075-0010	1/21/2022	1/28/2022	\$ 6,999.00	
Health Equity (KC-BEN105)	09-075-0010	1/21/2022	1/28/2022	\$ 133.69	
HRA VEBA (KC-BEN60)	09-075-0010	1/21/2022	1/28/2022	\$ 10,340.84	
Department of Revenue – B & O Taxes	09-075-0010	12/31/2021	1/26/2022	\$ 50,397.36	
CONSENT AGENDA RESOLUTIONS					
Item #	Resolution #	Description			
3.1	22-2-2A	Resolution accepting developer extension as complete (Stafford Meadows)			

4. PUBLIC INPUT

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

5. RESOLUTIONS/MOTIONS

Resolution 22-2-2B authorization to surplus and dispose of office equipment, tools, and vehicles. Motion duly made and seconded. After discussion the motion carried unanimously.

Motion 22-2-2(1) duly made and seconded authorizing the District to expend funds for staff and attorney fees to prepare a Memorandum of Understanding with the Highline Amateur Radio Club for an emergency antenna at the North Hill Tank site. The Memorandum of Understanding will include requirements for liability insurance and District approval. After discussion, the motion carried unanimously.



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6. STAFF/COMMISSIONERS/ATTORNEY

Matt Everett

- 6.1 Highline Amateur Radio Club – The Board following up discussion on a proposal to install an antenna on the North Hill Water Tank to assist the District during an emergency. Discussion ensued. Action Taken: Reference Motion 22-2-2(1).
- 6.2 Juneteenth Holiday - Matt and staff discussed with the Board adding Juneteenth to the list of observed holidays. Discussion ensued. A resolution to establish June 19th "Juneteenth" as a paid District holiday will be presented at the 2/16/22 Board meeting.
- 6.3 Delinquent Accounts Update – It will take another 4 weeks for staff to complete callouts, letters, tags, and payment arrangements. 111 accounts have been shut off, 22 accounts are still locked, and eight accounts are occupied, and the remaining are empty. \$400,000 is owed on accounts owing more than \$200.00 and \$270,000 is owned on accounts owing less than \$300.00.

Commissioner Quong-Vermeire wanted to let staff know that the Commissioners appreciate all their efforts in handling of the delinquent accounts.

Jeremy DelMar

- 6.4 Washington Cares Act – The Long-Term Care Act has been delayed for 18 months by the State Legislature. Staff will be refunded premiums collected to date by the District.
- 6.5 Huntington Park Water Main Replacement – The District sent out Request for Proposals from BHC, Murraysmith, PACE, and Stantec for the design of the water main replacement.
- 6.6 Engineering Manager Position – The District advertised for the Engineering Manager position. Applications are due by February 17th. To date, no applications have yet been received.

There being no further business of the District, President Daigle concluded the meeting at 9:16 a.m.

BOARD OF COMMISSIONERS

DocuSigned by:
Polly Daigle
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Polly Daigle, President

DocuSigned by:
Daniel Johnson
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Daniel Johnson, Secretary

DocuSigned by:
Todd Fultz
67200879F2E446B...

Todd Fultz, Commissioner

DocuSigned by:
Vince Koester
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Vince Koester, Commissioner

DocuSigned by:
Kathleen Quong-Vermeire
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Kathleen Quong-Vermeire, Commissioner