



**HIGHLINE WATER DISTRICT**  
**Regular Board Meeting Minutes**  
**May 4, 2022**

<b>ATTENDEES</b>			(Strikeouts indicate absence)
<b>Commissioners</b>	<b>HWD Staff</b>	<b>HWD Attorney(s)</b>	
Polly Daigle	Matt Everett, General Manager	<b>CONSULTANTS</b>	
Todd Fultz	Jeremy DelMar, Assistant General Manager		
Daniel Johnson - remote	Anne Paige, Finance/Administrative Manager	<b>GUESTS</b>	
Vince Koester	Tim Osborne, Engineering Manager		
Kathleen Quong-Vermeire	Phil Hite, Operations Manager - Remote		
	Mary Fossos, Project Coordinator, CIPs		
	Caryn Frye, Senior Accounting Specialist		

**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.

<b>Minutes:</b>	April 26, 2022				
<b>WARRANTS</b>					
Fund Name	Fund No.	Warrant Date	Vouchers	Total Amount	
Maintenance	09-075-0010	05/04/2022	27535 - 27563	\$ 51,207.58	
Construction	09-075-3030	05/04/2022	902640 - 902642	\$ 9,226.84	
<b>CONSENT AGENDA RESOLUTIONS</b>					
Item #	Resolution #	Description			
None					

**4. PUBLIC INPUT**

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

**5. RESOLUTIONS/MOTIONS**

No resolutions or motions were presented at the meeting.



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**6. STAFF/COMMISSIONERS/ATTORNEY**

**Jeremy DelMar**

- 6.1 Engineering Manager Position – Jeremy introduced Tim Osborne to the Board. Tim commented on his education and work experience. The Board welcomed Tim.
- 6.2 Amateur Radio Club – Jeremy has a tour of the tank sites scheduled with Commissioner Quong-Vermeire on 5/10/22.
- 6.3 PNWS– AWWA 2022 Conference (April 27-29) – Jeremy attended the conference.

**Anne Paige**

- 6.4 Annual Report - State Auditor's Office (SAO) – The report is in progress and will be submitted to the SAO by the May deadline.
- 6.5 Senior Accounting Specialist – New hire Melody Young will start on May 12, 2022.

**Phil Hite**

- 6.6 T-Mobile Site Lease at North Hill – A resolution for a proposed amendment by T-Mobile for facility modifications will be presented to the Board at an upcoming meeting.
- 6.7 Star Lake Tank Vent Replacement – The tank is being drained today and T Bailey, Inc. will install a new vent next week.

**Matt Everett**

- 6.8 WASWD Managers Meeting – Matt is attending the meeting today via Zoom.
- 6.9 Seattle Operating Board Meeting (5/5/22) – The meeting is being held at the Cedar River Watershed Education Center. The meeting is in-person. After the meeting, there will be a lunch and long-time regional partner retirement celebration for Matt Everett (HWD) and Ron Speer (Soos Creek). A field trip will follow. Commissioner Quong-Vermeire plans to attend.

**Kathleen Quong-Vermeire**

- 6.10 PNWS– AWWA 2022 Conference (April 27-29) – Commissioner Quong-Vermeire discussed some of the sessions she attended.

**Polly Daigle**

- 6.11 General Manager Position –Jeremy DelMar, Assistant General Manager, will take over as the General Manager on July 1, 2022. Matt will contact the District's attorney and Commissioner Daigle requested scheduling an executive session to discuss contract negotiations.



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There being no further business of the District, President Daigle concluded the meeting at 9:17 a.m.

**BOARD OF COMMISSIONERS**

<p>DocuSigned by: <i>Polly Daigle</i> <small>7BD0B6DD748D4ED</small></p> <hr/> <p><b>Polly Daigle, President</b></p>	<p>x</p> <hr/> <p>Yea</p>	<hr/> <p>Nay</p>	<hr/> <p>Abstain</p>
<p>DocuSigned by: <i>Daniel Johnson</i> <small>8E7D4CD7088E4C7</small></p> <hr/> <p><b>Daniel Johnson, Secretary</b></p>	<p>x</p> <hr/> <p>Yea</p>	<hr/> <p>Nay</p>	<hr/> <p>Abstain</p>
<p>DocuSigned by: <i>Todd Fultz</i> <small>8728D379E2E448D</small></p> <hr/> <p><b>Todd Fultz, Commissioner</b></p>	<p>x</p> <hr/> <p>Yea</p>	<hr/> <p>Nay</p>	<hr/> <p>Abstain</p>
<p>DocuSigned by: <i>Vince Koester</i> <small>38CF3F3D2D7D408...</small></p> <hr/> <p><b>Vince Koester, Commissioner</b></p>	<p>x</p> <hr/> <p>Yea</p>	<hr/> <p>Nay</p>	<hr/> <p>Abstain</p>
<p>DocuSigned by: <i>Kathleen Quong-Vermeire</i> <small>46ECA32C4556410</small></p> <hr/> <p><b>Kathleen Quong-Vermeire, Commissioner</b></p>	<p>x</p> <hr/> <p>Yea</p>	<hr/> <p>Nay</p>	<hr/> <p>Abstain</p>