



## HIGHLINE WATER DISTRICT Regular Board Meeting Minutes June 1, 2022

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

**1. CALL TO ORDER**

President Daigle called the meeting to order at 9:04 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>	May 24, 2022			
WARRANTS				
Fund Name	Fund No.	Scheduled Payment Date	Vouchers	Total Amount
Maintenance	09-075-0010	06/01/2022	27641 - 27663	\$ 275,810.64
Construction	09-075-3030	06/01/2022	902649 - 902650	\$ 4,963.47
CONSENT AGENDA RESOLUTIONS				
Item #	Resolution #	Description		
None				

**4. PUBLIC INPUT**

Customer, Mark Fallgatter, attended the meeting to discuss his late brother's water bill charges on the home located at 21011 Military Road South. Mr. Fallgatter was the executor of his brother's estate and requested relief from miscellaneous late charges and fees associated with the vacant property. The property has been vacant for almost 10 years without any water consumption. Staff maintained records for the prior six years and recommended reversing the miscellaneous late charges and fees, but to enforce base rate charges as those would be due regardless of if the service is locked. Mr. Fallgatter complement the District staff for their customer service working with him and thanked the Board for the opportunity to speak.

**5. RESOLUTIONS/MOTIONS**

Motion 22-6-1(1) by duly made and seconded to approve reversing miscellaneous late charges and other fees associated with the customer's account per staff's recommendation. After discussion, the motion carried unanimously.



**HIGHLINE WATER DISTRICT  
Regular Board Meeting Minutes  
June 1, 2022**

Motion 22-6-1(2) duly made and seconded to prepare an offer for employment to Jeremy DelMar for the position of General Manager effective 7/1/22 and for the Board President and Attorney to prepare a new employment agreement based on mutually agreeable terms for future approval by the Board. After discussion, the motion carried unanimously. Reference item No. 7.

**6. STAFF/COMMISSIONERS/ATTORNEY**

**Tim Osborne**

- 6.1 GIS Presentation - Tim Osborne and Logan Wallace will do a GIS presentation for the Board at the June 15, 2022 meeting.

**Anne Paige**

- 6.2 Finance Software – Informed the Board of upcoming fees, estimated at \$21,000.00, to maintain current financial software while the details for replacement software are being worked out, over the next 18 months.

**Jeremy DelMar**

- 6.3 Tukwila Intertie Agreement – Updated the Board of to the negotiation status. Current statute is to expire June 30, 2022. An extension of 6 months was recommended by the District attorney, Eric Frimodt.
- 6.4 Open House June 28 2022 – Invitations for General Manager, Matt Everett's, retirement have been circulated to SPU, WASWD and General Manager groups. He encouraged Commissioner's to forward the invite to additional people/agencies as they see fit. Staff to park at Midway to open District parking for attendees.

**7. EXECUTIVE SESSION – PERSONNEL (To evaluate the qualifications for public employment)**

- 7.1 An executive session was convened pursuant to RCW 42.30.110(1)(g) to evaluate the qualifications for public employment. Before convening the executive session at 9:31 a.m., President Daigle advised the executive session would be 20 minutes. The Commissioners, and attorney, Eric Frimodt then attended the executive session. At 9:51 a.m., the executive session was extended 10 minutes. At 10:01, the executive session was extended 10 minutes and Assistant GM Jeremy DelMar joined the meeting. At 10:11 a.m. the executive session was extended 5 minutes. At 10:16 a.m. the executive session concluded, and open public meeting was reconvened. Action taken: Reference Motion 22-6-1(2)



# HIGHLINE WATER DISTRICT Regular Board Meeting Minutes June 1, 2022

There being no further business of the District, President Daigle concluded the meeting at 10:17 a.m.

## BOARD OF COMMISSIONERS

<p>DocuSigned by: <i>Polly Daigle</i> 7BD096DD748D4E0...</p> <hr/> <p><b>Polly Daigle</b>, President</p>	<p>x</p> <hr/> <p>Yea</p>	<hr/> <p>Nay</p>	<hr/> <p>Abstain</p>
<p>DocuSigned by: <i>Daniel Johnson</i> 8E7D4C07068F4C7...</p> <hr/> <p><b>Daniel Johnson</b>, Secretary</p>	<p>x</p> <hr/> <p>Yea</p>	<hr/> <p>Nay</p>	<hr/> <p>Abstain</p>
<p>DocuSigned by: <i>Todd Fultz</i> 8728D379F2E446D...</p> <hr/> <p><b>Todd Fultz</b>, Commissioner</p>	<p>x</p> <hr/> <p>Yea</p>	<hr/> <p>Nay</p>	<hr/> <p>Abstain</p>
<p>DocuSigned by: <i>Vince Koester</i> 3BCF3F3D2D7D409...</p> <hr/> <p><b>Vince Koester</b>, Commissioner</p>	<p>x</p> <hr/> <p>Yea</p>	<hr/> <p>Nay</p>	<hr/> <p>Abstain</p>
<p>DocuSigned by: <i>Kathleen Quong-Vermeire</i> 49FC437C4556410...</p> <hr/> <p><b>Kathleen Quong-Vermeire</b>, Commissioner</p>	<p>x</p> <hr/> <p>Yea</p>	<hr/> <p>Nay</p>	<hr/> <p>Abstain</p>