



**HIGHLINE WATER DISTRICT  
Board Workshop Meeting Minutes  
November 22, 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> Jeremy DelMar, General Manager Anne Paige, Finance/Administrative Manager Phil Hite, Operations Manager (arrived 9:17 a.m.) Carryn Frye, EA/Contract Coordinator	<b>HWD Attorney(s)</b>  <b>CONSULTANTS</b>  <b>GUESTS</b>

**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> November 16, 2022				
WARRANTS				
Fund Name	Fund No.	Scheduled Payment Date	Vouchers	Total Amount
Maintenance	09-075-0010	11/23/2022	28269 - 28280	\$ 101,270.00
ELECTRONIC FUNDS TRANSFERS				
Description	Fund No.	Period Ending	EFT Transfer Date	Total Amount
Payroll Tax	09-075-0010	11/11/2022	11/23/2022	\$ 31,255.84
Direct Deposit – Payroll	09-075-0010	11/11/2022	11/11/2022	\$ 80,966.47
Dept of Retirement	09-075-0010	11/11/2022	11/21/2022	\$ 19,781.15
Deferred Compensation	09-075-0010	11/11/2022	11/18/2022	\$ 10,690.55
HRA VEBA	09-075-0010	11/11/2022	11/18/2022	\$ 9,214.19
HSA – Health Equity	09-075-0010	11/11/2022	11/18/2022	\$ 133.69
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**

None



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### 6. Revised Budget Discussion

Finance/Administrative Manager Paige informed the Board of the revisions to the 2023 Budget and provided a copy to the Board for their input. Discussion ensued. Paige addressed the Board's questions. The final Budget will be presented for consideration at the December 21 Board Meeting.

### 7. Preliminary CIP Report

General Manager DelMar provided copies of the Preliminary CIP Report to the Board for their review and comment. The report provides CIP information in greater detail than the PowerPoint presentation of November 16. DelMar encouraged the Board to contact him with any questions or if additional information is needed. The final version will be presented for Board consideration at the December 21 meeting.

### 8. Other

#### Jeremy DelMar

8.1 Washington State Department of Commerce Utility Assistance Rearranges Funding - DelMar asked the Board for feedback regarding the District's participation in the funding program. DelMar explained the requirements Commerce has instituted for use of the funds and possible eligibility criteria. Funds would need to be allocated to eligible accounts by the end of the year. Discussion ensued. The Board generally felt the use of the funds to assist delinquent ratepayers is beneficial but defaulted to the General Manager to evaluate the feasibility to implement the policy by the end of the year. DelMar will gather more information and decide whether it is feasible to participate and update the Board at a future meeting.

8.2 December 7, 2022, Meeting – DelMar informed the Board that the Public Hearing for the 2023 Rate Modifications and the District's 2023 Goals and Objectives will be discussed at the next meeting.



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There being no further business of the District, President Daigle concluded the meeting at 9:45 a.m.

**BOARD OF COMMISSIONERS**

<p>DocuSigned by: <i>Polly Daigle</i> 7800B6DD748D4ED...</p> <hr/> <p><b>Polly Daigle</b>, President</p>	<p>X</p> <hr/> <p>Yea</p>	<p>_____</p> <hr/> <p>Nay</p>	<p>_____</p> <hr/> <p>Abstain</p>
<p>DocuSigned by: <i>Daniel Johnson</i> 6E7D4CD7088F4C7...</p> <hr/> <p><b>Daniel Johnson</b>, Secretary</p>	<p>X</p> <hr/> <p>Yea</p>	<p>_____</p> <hr/> <p>Nay</p>	<p>_____</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>	<p>_____</p> <hr/> <p>Nay</p>	<p>_____</p> <hr/> <p>Abstain</p>
<p>DocuSigned by: <i>Vince Koester</i> 382D4CB9A38F421...</p> <hr/> <p><b>Vince Koester</b>, Commissioner</p>	<p>X</p> <hr/> <p>Yea</p>	<p>_____</p> <hr/> <p>Nay</p>	<p>_____</p> <hr/> <p>Abstain</p>
<p>DocuSigned by: <i>Kathleen Quong-Vermeire</i> 48FCA32C4556410...</p> <hr/> <p><b>Kathleen Quong-Vermeire</b>, Commissioner</p>	<p>X</p> <hr/> <p>Yea</p>	<p>_____</p> <hr/> <p>Nay</p>	<p>_____</p> <hr/> <p>Abstain</p>