



**HIGHLINE WATER DISTRICT
Regular Board Meeting Minutes
March 1, 2023**

ATTENDEES		(Strikeouts indicate absence)
COMMISSIONERS	HWD STAFF	HWD ATTORNEY(S)
Polly Daigle	Jeremy DelMar, General Manager	
Todd Fultz	Anne Paige, Finance/Administrative Manager	CONSULTANTS
Daniel Johnson	Phil Hite, Operations Manager	
Vince Koester	Caryn Frye, EA/Contract Coordinator	GUESTS
Kathleen Quong-Vermeire		

1. CALL TO ORDER

President Johnson 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: February 15, 2023

WARRANTS				
Fund Name	Fund No.	Scheduled Payment Date	Vouchers	Total Amount
Maintenance	09-075-0010	03/01/2023	28583 - 28605	\$ 59,179.83
Construction	09-075-0030	03/01/2023	902707 - 902707	\$ 2,705.85

ELECTRONIC FUNDS TRANSFER				
Description	Fund No.	Period Ending	EFT Transfer Date	Total Amount
Payroll Tax	09-075-0010	02/17/2023	02/24/2023	\$ 34,712.28
Direct Deposit – Payroll	09-075-0010	02/17/2023	02/24/2023	\$ 82,364.10
Dept of Retirement	09-075-0010	02/17/2023	02/27/2023	\$ 21,068.72
Deferred Compensation	09-075-0010	02/17/2023	02/27/2023	\$ 5,570.00
HRA - Veba	09-075-0010	02/17/2023	02/24/2023	\$ 12,457.99
Health Equity - HSA	09-075-0010	02/17/2023	02/24/2023	\$ 162.23
Department of Revenue – B & O	09-075-0010	02/17/2023	02/27/2023	\$ 88,224.22

CONSENT AGENDA RESOLUTIONS		
Item #	Resolution #	Description
None		



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3.A PUBLIC HEARING PER RCW 57.08.120 - Proposed Communications Site Use and License Agreement with T-Mobile West, LLC – North Hill Tank Site - 505 208TH St S, Des Moines, WA

President Johnson opened the public hearing at 9:01 a.m. Operations Manager Hite gave a presentation regarding the history of the existing lease and the details of the proposed Lease with T-Mobile West. No members of the public attended the hearing. After discussion, President Johnson closed the public hearing at 9:10 a.m. A Resolution for the Board's consideration will be presented at the next Board meeting, 03/15/2023.

4. PUBLIC INPUT

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

5. RESOLUTIONS/MOTIONS

Resolution 23-3-1A approve the HWD Procurement Manual. Motion duly made and seconded to approve as presented. After discussion, the motion carried unanimously.

6. STAFF/COMMISSIONERS/ATTORNEY

Phil Hite

6.1 33rd Ave S & S 259th Pl Water Main Replacement - Update: Hite informed the Board that the District crew started the emergency main replacement. They are currently working on S 259th St.

Phil Hite

6.2 Staffing: Hite informed the Board that a member of our construction crew has submitted his two-week notice and his is last day will be 03/08/2023. With the recent retirement, resignation and shifting of staff, there will be two vacancies for Utility/Sr. Utility workers. He is currently updating the job description and hopes to have the job posting up by next week. Hite also informed the Board that the Operations Supervisor position has been filled and he will start in April.

Anne Paige

6.3 District Website: Finance/Administrative Manager Paige informed the Board that the site is almost complete and needs to go through the final review process. She plans to retain a photographer to take staff photos and asked the Board if they would like to get their pictures taken for the new website. She also asked if they could write a short bio for the website. They were supportive of the request. She hopes to have it up and running soon.



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Jeremy DelMar

6.4 City of Tukwila Franchise Agreement Meeting: General Manager DelMar informed the Board that he and Operations Manager Phil Hite attended a meeting earlier this week with the City to address negotiation issues. They were able to work out several issues and still have two issues that will need to be worked out by the District's and City's attorneys. He will present the Board with a tentative agreement at a future meeting.

6.5 Staffing and Union Negotiations: DelMar informed the Board that Erik Widener, UA Local 32 Shop Steward, is leaving the District and will be replaced by Nick Palmer and Keith Coburn. The Union has requested a meeting with the General Manager in March. DelMar stated he will hold an executive session with the Board to discuss the upcoming Union Negotiations scheduled for later this year.

Daniel Johnson

6.6 Commissioner Daniel Johnson mentioned the upcoming WASWD Spring Conference and reiterated that if anyone wants to go, to contact Greg Wilson to secure reservations. DelMar mentioned that he will not be attending the conference.

There being no further business, President Johnson concluded the meeting at 9:44 a.m.

BOARD OF COMMISSIONERS

<p>DocuSigned by: <i>Daniel Johnson</i> <small>6E7D4CD7088F4C7...</small> Daniel Johnson, 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>Kathleen Quong-Vermeire</i> <small>46FCA32C4556410...</small> Kathleen Quong-Vermeire, 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>Polly Daigle</i> <small>7BD088DD748D4ED...</small> Polly Daigle, 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>Todd Fultz</i> <small>8728D379F2E448D...</small> Todd Fultz, 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> <small>382D4CB9A38F421...</small> Vince Koester, Commissioner</p>	<p>X</p> <hr/> <p>Yea</p>	<p>_____</p> <hr/> <p>Nay</p>	<p>_____</p> <hr/> <p>Abstain</p>