



HIGHLINE WATER DISTRICT Board Workshop Meeting Minutes October 24, 2023

ATTENDEES		(Strikeouts indicate absence)
Commissioners Polly Daigle Todd Fultz Daniel Johnson Vince Koester Kathleen Quong-Vermeire	HWD Staff Jeremy DelMar, General Manager Anne Paige, Finance/Admin Manager Phil Hite, Operations Manager Caryn Frye, EA/Contract Coordinator	HWD Attorney(s) CONSULTANTS GUESTS

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:		WARRANTS				
October 24, 2023		Fund Name	Fund No.	Scheduled Payment Date	Vouchers	Total Amount
		Maintenance	09-075-0010	10/25/2023	29397 - 29418	\$ 78,543.74
		Construction	09-075-3030	10/25/2023	902750 - 902750	\$ 1,300.95
ELECTRONIC FUNDS TRANSFER						
Description	Fund No.	Period Ending	EFT Transfer Date	AMOUNT		
Payroll Tax	09-075-0010	10/13/2023	10/25/2023	\$	33,065.97	
Direct Deposit – Payroll	09-075-0010	10/13/2023	10/20/2023	\$	86,641.07	
Dept of Retirement	09-075-0010	10/13/2023	10/23/2023	\$	20,349.48	
Deferred Compensation	09-075-0010	10/13/2023	10/20/2023	\$	4,684.77	
HRA - VEBA	09-075-0010	10/13/2023	10/20/2023	\$	12,557.99	
Health Equity - HSA	09-075-0010	10/13/2023	10/20/2023	\$	162.23	
Dept of Revenue – B&O Tax	09-075-0010	09/30/2023	10/25/2023	\$	118,919.36	
CONSENT AGENDA RESOLUTIONS						
Item #	Resolution #	Description				
None						

4. PUBLIC INPUT

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



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5. RESOLUTIONS/MOTIONS

Motion 23-10-24(1) authorizing GM to execute Temporary Extension Letter with SPU to continue negotiations. After discussion the motion carried unanimously.

6. 3rd QUARTER FINANCIAL REPORT

Finance Manager Anne Paige discussed the 3rd Quarter Financials actual vs budgeted; Statement(s) of Net Position; Revenues, Expenses and Changes in Net Position. General Manager DelMar discussed the Capital Improvement Projects, application of funds and 2024 budgeting. Discussion ensued. No action taken. Management will present the first draft of the 2024 Budget at the November 15 Board Meeting.

7. OTHER

Jeremy DelMar

- 7.1 Customer Comment Update: DelMar followed up with the Board that Greg Wilson, Customer Service Supervisor, contacted Mr. Kurt Young, who commented on District disconnection procedures at the last meeting.
- 7.2 Executive Session: DelMar informed the Board that the District's attorney, Eric Frimodt, will be attending the next meeting for an executive session for pending/potential litigation.
- 7.3 Water Matters Article: DelMar informed the Board that the Fall 2023 magazine of the Pacific Northwest Section – AWWA featured an article, "Highline Water Operator Invents Device That Makes Rolling up Fire Hoses a Breeze", covering the Holy Roller that Nick Hoesel invented.

Anne Paige

- 7.4 Budgeting: Paige informed the Board that the new financial software, Caselle, will create a streamlined process for creating future budgets. She noted that the current process requires staff to use two different software programs and the new system will remedy that by creating a more user-friendly process.

Phil Hite

- 7.5 District Losses and Damage Claims: Operations Manager Phil Hite addressed Commissioner Quong-Vermeire's question regarding the District's losses and damages for the District's recent break-ins and theft. Hite is working with the insurance company to figure out the details of the losses and damages to the facility and stolen vehicle that was found. The evaluation is still being conducted.



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There being no further business of the District, President Johnson concluded the meeting at 9:59 a.m.

BOARD OF COMMISSIONERS

DocuSigned by:

Daniel Johnson

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Daniel Johnson, President

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Kathleen Quong-Vermeire

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Kathleen Quong-Vermeire, Secretary

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Polly Daigle

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Polly Daigle, Commissioner

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Todd Fultz

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Todd Fultz, Commissioner

DocuSigned by:

Vince Koester

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Vince Koester, Commissioner