



HIGHLINE WATER DISTRICT

Regular Board Meeting Minutes

December 04, 2024

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

1. CALL TO ORDER

President Quong-Vermeire called the meeting to order at 9:01 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:	N/A				
WARRANTS					
Fund Name	Fund No.	Scheduled Payment Date	Vouchers		Total Amount
Maintenance	09-075-0010	12/04/2024	30708 - 30709		\$ 1,441.47
Maintenance	09-075-0010	12/04/2024	30710 - 30736		\$ 86,215.86
Maintenance	09-075-0010	12/04/2024	302780 - 302781		\$ 3,914.37
Construction	09-075-3030	12/04/2024	902819 - 902820		\$ 13,138.05
ELECTRONIC FUNDS TRANSFER					
Description	Fund No.	Period Ending	EFT Transfer Date	Total Amount	
Direct Deposit – Payroll	09-075-0010	11/22/2024	11/29/2024	\$ 101,386.15	
Payroll Tax	09-075-0010	11/22/2024	12/04/2024	\$ 49,758.78	
Dept of Retirement	09-075-0010	11/22/2024	12/02/2024	\$ 21,543.66	
Deferred Compensation	09-075-0010	11/22/2024	11/27/2024	\$ 552.44	
Division of Child Support	09-075-0010	11/22/2024	11/27/2024	\$ 469.25	
Dept of Revenue – B & O Taxes	09-075-0010	10/31/2024	11/25/2024	\$ 71,064.38	
CONSENT AGENDA RESOLUTIONS					
Item #	Resolution #	Description			
3.1	24-12-4A	Accept DE as complete (Bridge Point SeaTac Maywood)			

4. PUBLIC INPUT

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

5. RESOLUTIONS/MOTIONS

None



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6. RATE MODIFICATION PUBLIC HEARING

President Kathleen Quong-Vermeire opened the Public Hearing at 9:02 a.m. General Manager Jeremy DelMar gave a Power Point Presentation on the proposed 2025 rate changes. DelMar and Administrative staff recommend a 1% rate increase for Water Commodity, Meter Base, and Low Income/Senior Disabled Charges and a 10% increase for Streetlights. The primary reasons for the streetlight rates increase to cover recent increases by Puget Sound Energy.

No members of the public attended the public hearing in person or remotely. After discussion, President Quong-Vermeire closed the public hearing at 9:16 a.m. A resolution to adopt the proposed rates will be presented at the 12/18/24 meeting for the Board's consideration.

7. STAFF/COMMISSIONERS/ATTORNEY

Anne Paige

- 7.1 Audit – Finance/Administrative Manager Anne Paige updated the Board that the auditors are finishing up. The exit interview will take place in January 2025.
- 7.2 Staffing – Paige informed the Board that they are in the process of interviewing eight (8) candidates out of near 50 applicants for the Accounting Specialist/Accounts Payable position.
- 7.3 Budget/Mitigation Funds – Paige mentioned a recent change to the draft budget to include a \$15k increase in mitigation funds for next year. The final Budget will be presented to the Board at the 12/18/24 meeting.
- 7.4 Caselle Software– Paige addressed Commissioner Todd Fultz's inquiry regarding timekeeping in the new software. She will research additional capabilities and get back to him.

Jeremy DelMar

- 7.5 Former Employee News – DelMar shared with the Board that a former employee recently passed away.

Daniel Johnson

- 7.6 Upcoming Meetings – Commissioner Daniel Johnson asked to confirm upcoming meetings. DelMar confirmed the next meeting, 12/18/24, will be the final meeting of the year. The 1/1/25 meeting was canceled, and a Special Board Meeting will be held on Thursday, 1/2/25 at 9:00 AM, due to the New Years Day Holiday.



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There being no further business, President Quong-Vermeire concluded the meeting at 9:27 a.m.

BOARD OF COMMISSIONERS

Signed by:

Kathleen Quong-Vermeire

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Kathleen Quong-Vermeire, President

DocuSigned by:

Vince Koester

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Vince Koester, Secretary

DocuSigned by:

Polly Daigle

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Polly Daigle, Commissioner

Signed by:

Todd Fultz

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Todd Fultz, Commissioner

Signed by:

Daniel Johnson

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Daniel Johnson, Commissioner