



HIGHLINE WATER DISTRICT Special Board Meeting Minutes January 2, 2025

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

1. CALL TO ORDER

President Quong-Vermeire 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: December 18, 2024				
WARRANTS				
Fund Name	Fund No.	Scheduled Payment Date	Vouchers	Total Amount
Maintenance	09-075-0010	12/26/2024	30781 - 30801	\$ 56,494.34
Maintenance	09-075-0010	01/02/2025	30802 - 30805	\$ 296,030.90
Maintenance	09-075-0010	12/08/2024	30806 - 30807	\$ 1,427.85
Construction	09-075-3030	12/26/2024	902826 - 902827	\$ 24,582.75
Construction	09-075-3030	01/02/2025	902828 - 902828	\$ 2,337.25
ELECTRONIC FUNDS TRANSFER				
Description	Fund No.	Period Ending	EFT Transfer Date	Total Amount
Direct Deposit – Payroll	09-075-0010	12/20/2024	12/27/2024	\$ 93,241.74
Payroll Tax	09-075-0010	12/20/2024	12/31/2024	\$ 33,227.79
Dept of Retirement	09-075-0010	12/20/2024	12/30/2024	\$ 21,206.63
Deferred Compensation	09-075-0010	12/20/2024	12/27/2024	\$ 6,984.47
Division of Child Support	09-075-0010	12/20/2024	12/27/2024	\$ 469.25
Heath Equity - HSA	09-075-0010	12/20/2024	12/27/2024	\$ 84.57
HRA Veba	09-075-0010	12/20/2024	12/27/2024	\$ 13,623.29
Dept of Revenue – B & O Tax	09-075-0010	11/30/2024	12/26/2024	\$ 94,592.22
CONSENT AGENDA RESOLUTIONS				
Item #	Resolution #	Description		
None				



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4. PUBLIC INPUT

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

5. RESOLUTIONS/MOTIONS

Resolution 25-1-2A electing Vince Koester as President of the Board of Commissioners. Motion duly made and seconded. After discussion, the motion carried unanimously. Upon approval, Commissioner Koester assumed his role and presided over the remaining part of the meeting.

Resolution 25-1-2B electing Todd Fultz as Secretary of the Board of Commissioners. Motion duly made and seconded. After discussion, the motion carried unanimously.

Resolution 25-1-2C commending employee, Amber McLaughlin, for five years of service. Motion duly made and seconded. After discussion, the motion carried unanimously.

Resolution 25-1-2D approving procurement of materials for Project 23-1 through the Sourcewell Cooperative Purchasing Program. Motion duly made and seconded. After discussion, the motion carried unanimously.

Resolution 25-1-2E appointment of Agent to receive claims for damages. Motion duly made and seconded. After discussion, the motion carried unanimously.

6. STAFF/COMMISSIONERS/ATTORNEY

Logan Wallace

- 6.1 Comprehensive Plan Update: Engineering Supervisor Logan Wallace informed the Board that the final updates of the Scope of Services for the Comp Plan Update are being wrapped up by Carollo. He will present it to the Board for approval at a future meeting.

Jeremy DelMar

- 6.2 Board Procedures: General Manager Jeremy DelMar is creating Board Procedures document. He will present a draft at a future meeting after it has been reviewed by the attorney for Board feedback.
- 6.3 WASWD Commissioner Workshop: DelMar mentioned the workshop and asked if anyone planned to attend. Commissioner Vince Koester will be attending.

There being no further business, President Koester concluded the meeting at 9:16 a.m.

BOARD OF COMMISSIONERS

- DocuSigned by:

Vince Koester

Vince Koester, President

— Signed by:

Todd Fultz

Todd Fultz, Secretary

DocuSigned by:

Polly Daigle

Polly Daigle, Commissioner

— Signed by:

Daniel Johnson

Daniel Johnson, Commissioner

— Signed by:

Kathleen Quong Vermeire

Kathleen Quong-Vermeire, Commissioner