



HIGHLINE WATER DISTRICT

Regular Board Meeting Minutes

January 15, 2025

| 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 | Phil Hite, Operations Manager | | |
| Vince Koester | Logan Wallace, Engineering Supervisor | | |
| Kathleen Quong-Vermeire | | GUESTS | WA State Auditor's Office |

1. CALL TO ORDER

President Koester 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: | January 2, 2025 | | | | | | |
| WARRANTS | | | | | | | |
| Fund Name | Fund No. | Scheduled Payment Date | Vouchers | | | Total Amount | |
| Maintenance | 09-075-0010 | 01/08/2025 | 30808 | - | 30814 | \$ | 43,452.52 |
| Maintenance | 09-075-0010 | 01/15/2025 | 30815 | - | 30815 | \$ | 47,654.49 |
| Maintenance | 09-075-0010 | 01/15/2025 | 30816 | - | 30841 | \$ | 58,718.47 |
| Construction | 09-075-3030 | 01/15/2025 | 902829 | - | 902831 | \$ | 238,089.15 |
| ELECTRONIC FUNDS TRANSFER | | | | | | | |
| Description | Fund No. | Period Ending | EFT Transfer Date | | Total Amount | | |
| Direct Deposit – Payroll | 09-075-0010 | 01/03/2025 | 01/10/2025 | | \$ 90,176.20 | | |
| Payroll Tax | 09-075-0010 | 01/03/2025 | 01/15/2025 | | \$ 35,951.81 | | |
| Dept of Retirement | 09-075-0010 | 01/03/2025 | 01/13/2025 | | \$ 21,075.49 | | |
| Deferred Compensation | 09-075-0010 | 01/03/2025 | 01/10/2025 | | \$ 6,946.40 | | |
| Division of Child Support | 09-075-0010 | 01/03/2025 | 01/10/2025 | | \$ 469.25 | | |
| Heath Equity - HSA | 09-075-0010 | 01/03/2025 | 01/10/2025 | | \$ 82.78 | | |
| HRA Veba | 09-075-0010 | 01/03/2025 | 01/10/2025 | | \$ 15,503.56 | | |
| ESD. - PFMLA | 09-075-0010 | 12/31/2024 | 01/06/2025 | | \$ 4,843.98 | | |
| ESD. – WA CARES | 09-075-0010 | 12/31/2024 | 01/16/2025 | | \$ 4,334.87 | | |
| WA St. Dept of Labor – L & I | 09-075-0010 | 12/31/2024 | 01/24/2025 | | \$ 9,737.51 | | |
| CONSENT AGENDA RESOLUTIONS | | | | | | | |
| Item # | Resolution # | Description | | | | | |
| None | | | | | | | |



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4. WASHINGTON STATE AUDITOR EXIT CONFERENCE

Paul Griswold, Audit Manager, and Jennifer Ramos, Lead Auditor, attended the meeting remotely.

Accountability Audit Report (Audit Opinion)

The areas examined included tracking and monitoring theft sensitive assets, payroll, cash receipting, compliance with public works projects, open public meetings, and financial condition. The District operations complied, in all material respects, with applicable state laws, regulations, and its own policies, and provided adequate controls over the safeguarding of public resources.

Financial Statements (Audit Opinion)

The financial statements present fairly, in all material aspects, the financial position of the Highline Water District as of 12/31/23, and the changes in financial position and cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

The auditors thanked Anne Paige, the Administrative Manager and District staff for their cooperation and timely response to their requests during the audit. There were no recommendations included with the audit.

General Manager Jeremy DelMar thanked Mr. Griswold and Ms. Ramos for their efforts and look forward to working with them on the 2024 audit later this year. DelMar recognized and commended Paige and her team for their efforts on the audit.

5. PUBLIC COMMENT

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

6. RESOLUTIONS AND MOTIONS

Resolution 25-1-15A authorizing the execution of the required documents for the State and Local Cybersecurity Grand Program (SLCGP). Motion duly made and seconded. After discussion, the motion carried unanimously.

Resolution 25-1-15B authorizing the surplus of office equipment and tools. Motion duly made and seconded. After discussion, the motion carried unanimously.

Resolution 25-1-15C relating to compliance with the Public Records Act, Chapter 42.56 RCW, incorporating updated rules governing inspection and copying of public records, and repealing Resolution 12-8-28A. Motion duly made and seconded. After discussion, the motion carried unanimously.



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7. STAFF/COMMISSIONERS/ATTORNEY

Logan Wallace

- 7.1 2026 WSP Update – Engineering Supervisor Logan Wallace updated the Board that a resolution authorizing a consultant contract for the Water System Plan Update will be presented at the next Board meeting.
- 7.2 Tyee High School Developer Extension – Wallace notified the Board that construction of the water main work for the project has begun. Wallace took questions from the Board on the project.

Phil Hite

- 7.3 Letter of Appreciation & Recognition: Operations Manager Phil Hite mentioned to the Board that a positive customer letter was included with the Manager's Report. The author thanked the District and commended Joshua Pantzke on his responsiveness and general concern regarding a water main break on S 240th St.
- 7.4 Utility Worker Interviews: Hite stated management is performing second round interviews for the utility worker positions.
- 7.5 Hydrant Damage Appian Way Apartments – Hite informed the Board about a fire hydrant that was damaged by a vehicle driver in the parking lot at the apartments. Hite showed a King 5 news story and took questions from the Board.

Anne Paige

- 7.6 Customer Service Supervisor Position - Administrative Manager Anne Paige announced to the Board that Amber McLaughlin, Customer Service Representative, will be promoted to Customer Service Supervisor effective January 21. McLaughlin will cross train with Greg Wilson until his anticipated retirement later this spring.

Jeremy DelMar

- 7.7 Executive Assistant/Contracts Coordinator Position - DelMar informed the Board the employee in the position submitted their resignation. Management will evaluate District needs and will be advertising a replacement position in the next few weeks.
- 7.8 Board Procedure Document – DelMar introduced a draft document for review and comment by the Commissioners. The document was included in the Board Packet, and we will discuss at the Board Workshop on January 28 with anticipated action on February 5.



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There being no further business, President Koester concluded the meeting at 9:50 a.m.

BOARD OF COMMISSIONERS

Vince Koester, President

Todd Fultz, Secretary

Polly Daigle, Commissioner

Daniel Johnson, Commissioner

Kathleen Quong-Vermeire, Commissioner