



## HIGHLINE WATER DISTRICT Board Workshop Meeting Minutes January 28, 2025

ATTENDEES			(Strikeouts indicate absence)
<b>Commissioners</b>	<b>HWD Staff</b>	<b>HWD Attorney(s)</b>	
Polly Daigle	Jeremy DelMar, General Manager		
Todd Fultz	Anne Paige, Finance/Admin Manager	<b>CONSULTANTS</b>	
Daniel Johnson	Phil Hite, Operations Manager		
Vince Koester arr. 9:08 AM	Logan Wallace, Engineering Supervisor	<b>GUESTS</b>	
Kathleen Quong-Vermeire			

### 1. CALL TO ORDER

Secretary Fultz 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 15, 2025						
WARRANTS							
Fund Name	Fund No.	Scheduled Payment Date	Vouchers			Total Amount	
Maintenance	09-075-0010	01/29/2025	30842	-	30855	\$	525,455.16
Construction	09-075-3030	01/29/2025	902832	-	902835	\$	21,721.60
ELECTRONIC FUNDS TRANSFER							
Description		Fund No.	Period Ending	EFT Transfer Date		AMOUNT	
Dept of Revenue -B&O Tax		09-075-0010	12/31/2024	01/27/2025		55,874.04	
Dept of Licensing – Dyed Diesel		09-075-0010	12/31/2024	01/13/2025		196.66	
CONSENT AGENDA RESOLUTIONS							
Item #	Resolution #	Description					
None							

### 4. PUBLIC INPUT

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

### 5. RESOLUTIONS/MOTIONS

Resolution 25-1-28A Resolution authorizing payment for Seattle Public Utilities invoice for replacement of metering equipment at Pump Stations 3 and 6. Motion duly made and seconded. After discussion, the motion carried 4-0 with Commissioner Koester absent.



## HIGHLINE WATER DISTRICT Board Workshop Meeting Minutes January 28, 2025

Resolution 25-1-28B Resolution authorizing consultant agreement for services with Carollo Engineers, Inc., for 2026 Water System Plan Update. Motion duly made and seconded. After discussion, the motion carried 4-0 with Commissioner Koester absent.

President Koester arrived at 9:08 AM.

### 6. DRAFT BOARD PROCEDURES

General Manager Jeremy DelMar presented the draft Board procedures for discussion. The consensus of the Board was to table the discussion until the February 5 Board meeting to give more time for their review.

### 7. OTHER

#### Logan Wallace

- 7.1 25-3 North Hill Water Main Replacement– Engineering Supervisor Logan Wallace informed the Board he will present a consultant contract with David Evans and Associates for Board consideration at the February 5 meeting.

#### Phillip Hite

- 7.2 Staffing – Operations Manager Phil Hite mentioned the District made conditional offers to two utility worker candidates who have accepted the positions. Pending successful background checks, they will start in mid-February.
- 7.3 Verizon Wireless Lease at North Hill Tank Site – Hite updated the Board on discussions with Verizon about their interest in a new cell lease at the tank site. Verizon legal has reviewed and provided comments on the District's lease agreement. Staff will present the lease to the Board at an upcoming meeting.

#### Jeremy DelMar

- 7.5 Point and Pay Online Portal Upgrade – DelMar mentioned the District's credit card processor is upgrading the online payment portal. The upgrade should not impact autopay customers. The new portal will be a more customer-orientated interface with improved integration with other District technology. The upgrade went live this morning.
- 7.6 PSE Easement – DelMar updated the Board on the status of Sound Transit and the need to acquire an easement on the office property for Puget Sound Energy. No action was taken by the Board, but staff will include a discussion at an upcoming meeting.



**HIGHLINE WATER DISTRICT**  
**Board Workshop Meeting Minutes**  
**January 28, 2025**

There being no further business of the District, Secretary Fultz concluded the meeting at 9:27 a.m.

**BOARD OF COMMISSIONERS**

Absent

**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