



## HIGHLINE WATER DISTRICT Regular Board Meeting Minutes February 5, 2025

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

### 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 28, 2025					
WARRANTS						
Fund Name	Fund No.	Scheduled Payment Date	Vouchers			Total Amount
Maintenance	09-075-0010	01/29/2025	30886	-	30887	\$ 1,683.92
Maintenance	09-075-0010	02/05/2025	30888	-	30888	\$ 103.72
Maintenance	09-075-0010	02/05/2025	30889	-	30904	\$ 91,671.15
Construction	09-075-3030	02/05/2025	902836	-	902837	\$ 21,837.78
ELECTRONIC FUNDS TRANSFER						
Description	Fund No.	Period Ending	EFT Transfer Date		Total Amount	
Direct Deposit – Payroll	09-075-0010	01/17/2025	01/24/2025		\$ 95,827.78	
Payroll Tax	09-075-0010	01/17/2025	01/29/2025		\$ 38,794.86	
Dept of Retirement	09-075-0010	01/17/2025	01/24/2025		\$ 21,702.93	
Deferred Compensation	09-075-0010	01/17/2025	01/24/2025		\$ 7,734.14	
Division of Child Support	09-075-0010	01/17/2025	01/27/2025		\$ 469.25	
Heath Equity - HSA	09-075-0010	01/17/2025	01/24/2025		\$ 82.78	
HRA Veba	09-075-0010	01/17/2025	01/24/2025		\$ 18,904.44	
CONSENT AGENDA RESOLUTIONS						
Item #	Resolution #	Description				
None						

### 4. PUBLIC COMMENT

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



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### **5. RESOLUTIONS AND MOTIONS**

Resolution 25-2-5A resolution authorizing a Consultant Agreement with David Evans and Associates for Project 25-3 North Hill AC Water Main Replacement. Engineering Supervisor Logan Wallace explained due to the construction delay of Project 21-2 by the lead agency (SeaTac), the scope of Project 25-3 has been expanded from approximately 4,000 LF to 7,000 LF from what was identified in the 2025 CIP. The goal is to fast track this project for construction this summer. Motion duly made and seconded. After discussion, the motion carried unanimously.

### **6. COMMISSIONERS CODE OF ETHICS POLICY** – General Manager Jeremy DelMar mentioned a copy of the District's Code of Ethics Policy was included in the Board Packet.

### **7. STAFF/COMMISSIONERS/ATTORNEY**

#### **Phil Hite**

- 7.1 Utility Worker Position: Operations Manager Phil Hite stated the District has readvertised the Utility Worker position.

#### **Anne Paige**

- 7.2 Staffing Update: - Administrative Manager Anne Paige provided an update to the Board of staffing positions currently advertised.

#### **Jeremy DelMar**

- 7.3 KCWD 54 – DelMar stated he has received an invitation from the Board of King County Water District 54 to attend a meeting discuss alternative scenarios for Highline to provide operational support to their District and to answer questions. DelMar sought authorization from the Board to attend the meeting. Discussion ensued. It was the consensus of the Board to authorize the General Manager to meet with WD54 and discuss alternatives and listen to their intentions, the report back to the Board.



**HIGHLINE WATER DISTRICT**  
**Regular Board Meeting Minutes**  
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There being no further business, President Koester concluded the meeting at 9:34 a.m.

**BOARD OF COMMISSIONERS**

DocuSigned by:  
*Vince Koester*  
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**Vince Koester**, President

Signed by:  
*Todd Fultz*  
83728B37052E446D  
**Todd Fultz**, Secretary

DocuSigned by:  
*Polly Daigle*  
739D0681D748D4ED  
**Polly Daigle**, Commissioner

Signed by:  
*Daniel Johnson*  
6E7D4CD7088F4C7...  
**Daniel Johnson**, Commissioner

Signed by:  
*Kathleen Quong-Vermeire*  
40FCA32C4566410  
**Kathleen Quong-Vermeire**, Commissioner