



## HIGHLINE WATER DISTRICT

### Board Workshop Meeting Minutes

#### February 25, 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	Logan Wallace, Engineering Supervisor	<b>GUESTS</b>	
<del>Kathleen Quong-Vermeire</del>			

#### 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:	February 19, 2025						
WARRANTS							
Fund Name	Fund No.	Scheduled Payment Date	Vouchers			Total Amount	
Maintenance	09-075-0010	02/26/2025	30957	-	30973	\$	77,956.59
Construction	09-075-3030	02/26/2025	902844	-	902846	\$	12,205.14
ELECTRONIC FUNDS TRANSFER							
Description		Fund No.	Period Ending	EFT Transfer Date		AMOUNT	
Direct Deposit – Payroll		09-075-0010	02/14/2025	02/21/2025		\$ 91,785.13	
Payroll Tax		09-075-0010	02/14/2025	02/26/2025		\$ 36,311.61	
Dept of Retirement		09-075-0010	02/14/2025	02/24/2025		\$ 21,211.40	
Deferred Compensation		09-075-0010	02/14/2025	02/21/2025		\$ 7,719.14	
Division of Child Support		09-075-0010	02/14/2025	02/21/2025		\$ 469.25	
Heath Equity - HSA		09-075-0010	02/14/2025	02/21/2025		\$ 82.78	
HRA Veba		09-075-0010	02/14/2025	02/21/2025		\$ 14,209.99	
CONSENT AGENDA RESOLUTIONS							
Item #	Resolution #	Description					
None							

#### 4. PUBLIC INPUT

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



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## **5. RESOLUTIONS/MOTIONS**

Resolution 25-2-25A Resolution Awarding Construction Contract to Automated Gates and Equipment Co, Inc. for Installation of a Vehicle Gate at Pump Station No 3. Motion duly made and seconded. After discussion, the motion carried 4-0.

## **6. DRAFT BOARD PROCEDURES**

Commissioner Vince Koester requested feedback from the Board on the draft Rules of Procedures document presented by staff at the last Workshop. The consensus of the Board was to proceed with the document. Staff will present a resolution for Board consideration at a future meeting.

## **7. OTHER**

### **Phillip Hite**

7.1 Satellite Site Landscape Contract– Operations Manager Phil Hite informed the Board he will be soliciting quotes for landscape moving and maintenance at the District remote sites.

7.2 Staffing – Hite mentioned the District will be interviewing utility worker candidates this week.

### **Jeremy DelMar**

7.3 PSE Easement – General Manager Jeremy DelMar requested feedback from the Board on the offer proposed by Sound Transit to acquire an electrical easement at the office property for Puget Sound Energy. The consensus of the Board was to accept the offer. Staff will prepare a resolution for consideration by the Board at an upcoming meeting.

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

## **BOARD OF COMMISSIONERS**

DocuSigned by:

*Vince Koester*

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**Vince Koester, President**

Signed by:

*Todd Fultz*

8728D379F2E446D...

**Todd Fultz, Secretary**

DocuSigned by:

*Polly Daigle*

7BD0B6DD748D4ED...

**Polly Daigle, Commissioner**

Signed by:

*Daniel Johnson*

8728D379F2E446D...

**Daniel Johnson, Commissioner**

**ABSENT**

**Kathleen Quong-Vermeire, Commissioner**