



HIGHLINE WATER DISTRICT Regular Board Meeting Minutes November 16, 2022

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

1. CALL TO ORDER

President Daigle 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:		WARRANTS		
Fund Name	Fund No.	Scheduled Payment Date	Vouchers	Total Amount
Maintenance	09-075-0010	11/09/2022	28202 - 28205	\$ 15,232.55
Maintenance	09-075-0010	11/16/2022	28206 - 28268	\$ 405,200.14
Construction	09-075-3030	11/16/2022	902682 - 902686	\$ 683,406.32
ELECTRONIC FUNDS TRANSFER				
Description	Fund No.	Period Ending	EFT Transfer Date	Total Amount
Payroll Tax	09-075-0010	10/28/2022	11/09/2022	\$ 30,100.07
Direct Deposit – Payroll	09-075-0010	10/28/2022	11/04/2022	\$ 78,773.21
Dept of Retirement	09-075-0010	10/28/2022	11/07/2022	\$ 18,811.12
Deferred Compensation	09-075-0010	10/28/2022	11/14/2022	\$ 5,074.50
HRA Veba	09-075-0010	10/28/2022	11/04/2022	\$ 9,214.19
HSA – Health Equity	09-075-0010	10/28/2022	11/04/2022	\$ 133.69
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 22-11-16A commending Commissioner Kathleen-Quong-Vermeire for twenty-five years of service. Motion duly made and seconded. After discussion, the motion carried unanimously.

Resolution 22-11-16B authorizing twelve-month time extension agreement (Time-GMC Projects). After discussion, the motion carried unanimously.

Resolution 22-11-16C authorizing developer extension agreement (SeaTac Hotel & Apartments). After discussion, the motion carried unanimously.

Motion 22-11-16(1) duly made and seconded to approve the District's contribution of funding in the amount of \$2,000 for WASWD Section IV, GMPC costs. After discussion the motion carried unanimously. Reference Item 6.5.

Motion 22-11-16(2) duly made and seconded to cancel the 12/27/22 Board Workshop. After discussion the motion carried unanimously. Reference Item 6.6.

6. STAFF/COMMISSIONERS/ATTORNEY

Phil Hite

- 6.1 Spoils Removal Contract – Operations Manager Hite informed the Board that he is working on a contract to have approximately spoils materials removed from the District Headquarters. The contract will be for a one-year period. Bids will be solicited today or tomorrow and brought to the Board for approval at a future meeting.

Anne Paige

- 6.2 Audit – Finance/Administrative Manager Paige informed the Board that the annual audit should be completed prior to the Thanksgiving Holiday.

Jeremy DelMar

- 6.3 WASWD Section IV Funding for Growth Management Planning Council (GMPC) – General Manager DelMar received a letter from WASWD Section IV Director, Chuck Clarke, asking districts for contributions for to the GMPC fund to help cover the costs for 2022 billing for consultant work. DelMar asked the Board if they would like to contribute. Action taken: Reference Motion 22-11-16(1).
- 6.4 Cancel 12/27/22 Board Workshop – DelMar asked the Board if they wanted to cancel the Workshop meeting. Action Taken: Reference Motion 22-11-16(2).
- 6.5 2023 Capital Improvement Program PowerPoint Presentation – DelMar and Hite gave a PowerPoint presentation on the completed, ongoing, and future capital improvement projects.



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Projects to be Complete In 2022:

- 18-5 34th Ave S Water Main Replacement
- 20-1 Star Lake Road/Military Road Water Main Relocation
- SW22-3 S 272nd St/Star Lake Road Emergency Replacement

Projects Proposed For 2023:

Eight Ongoing Projects in Design and/or Construction

- 18-2 International Blvd-SR509 Road Improvements
- 21-1 24th Ave S Water Main Replacement
- 21-2 32nd Ave S/S 180th St Water Main Replacement
- 21-3 Mansion Hill 2.5MG Int./Ext. Recoat and Safety Improvements
- 22-1 King County Lake to Sound Trail Relocation
- 22-2 2023 Water Main Replacement (Huntington Park)
- SW22-1 Emergency Tank Vent Replacement
- 22-3 SR509 Phase 2 Water Main Relocation

Two New Projects 2023

- 23-1 DMTP/PS2 Electrical Upgrades and Generator Replacement
- 23-2 McMicken Onsite Hypochlorite Generator Replacement

Discussion ensued and staff answered question from the Board. No action taken.

6.6 2023 Capital Asset Purchases – DelMar, Paige, and Hite proposed to the Board the recommended capital asset purchases for 2023:

- ½ Ton Pick Up Truck
- ERP Financial Software System (2023-2024)
- Dump Truck
- Replacement Office Furniture
- Lockers/Interior Office Modifications
- Forklift



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There being no further business, President Daigle concluded the meeting at 10:23 a.m.

BOARD OF COMMISSIONERS

<p>DocuSigned by: <i>Polly Daigle</i> 78D686DD746D4ED... Polly Daigle, President</p>	<p>X _____ Yea</p>	<p>_____ Nay</p>	<p>_____ Abstain</p>
<p>DocuSigned by: <i>Daniel Johnson</i> 6E7D46D7688F4C7... Daniel Johnson, Secretary</p>	<p>X _____ Yea</p>	<p>_____ Nay</p>	<p>_____ Abstain</p>
<p>DocuSigned by: <i>Todd Fultz</i> 8728D379F2E448D... Todd Fultz, Commissioner</p>	<p>X _____ Yea</p>	<p>_____ Nay</p>	<p>_____ Abstain</p>
<p>DocuSigned by: <i>Vince Koester</i> 382D4CB9A38F421... Vince Koester, Commissioner</p>	<p>X _____ Yea</p>	<p>_____ Nay</p>	<p>_____ Abstain</p>
<p>DocuSigned by: <i>Kathleen Quong-Vermeire</i> 46FCA32C4558410... Kathleen Quong-Vermeire, Commissioner</p>	<p>X _____ Yea</p>	<p>_____ Nay</p>	<p>_____ Abstain</p>