



**HIGHLINE WATER DISTRICT
Regular Board Meeting Minutes
April 5, 2023**

| 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 | Josh Pantzke, Field Supervisor | GUESTS |
| Kathleen Quong-Vermeire | Carryn Frye, EA/Contract Coordinator | |

1. CALL TO ORDER

President Johnson 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: | March 28, 2023 | | | | |
|-----------------------------------|---------------------|-------------------------------|--------------------------|---------------------|------------|
| WARRANTS | | | | | |
| Fund Name | Fund No. | Scheduled Payment Date | Vouchers | Total Amount | |
| Maintenance | 09-075-0010 | 03/29/2023 | 28705 - 28720 | \$ | 101,963.61 |
| Construction | 09-075-0030 | 03/29/2023 | 902712 - 902712 | \$ | 980.00 |
| ELECTRONIC FUNDS TRANSFER | | | | | |
| Description | Fund No. | Period Ending | EFT Transfer Date | Total Amount | |
| Dept. of Labor & Industries - Tax | 09-075-0010 | 03/31/2023 | 04/26/2023 | \$ | 6,112.75 |
| 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 23-4-5A commending employee, Logan Wallace, for five years of service. Motion duly made and seconded. After discussion, the motion carried unanimously.



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6. STAFF/COMMISSIONERS/ATTORNEY

Phil Hite

- 6.1 Staffing: Operations Manager Phil Hite informed the Board that interviews will be conducted this Thursday and Friday for the two vacant Utility Worker positions, and next week he will be posting the job for two Seasonal Workers to do hydrant painting and minor landscaping over the Summer.

Anne Paige

- 6.2 ERP Modules for Caselle Financial Software: Finance/ Administrative Manager Anne Paige informed the Board that the first module for the ERP is complete. The second module will be to transfer the data. Brett, from Lighthouse, will be assisting with the transfer. The second payment installment will be paid soon and module two should be complete in a couple of weeks.
- 6.3 Year End Financials: Paige informed the Board that the finance department is working on the year end financials.

Jeremy DelMar

- 6.4 New Hire: General Manager DelMar introduced to the Board the District's new Field Supervisor, Joshua Pantzke. Pantzke expressed his excitement to work for the District and his appreciation for the opportunity. The Board welcomed him to the District.
- 6.5 City of Seattle: DelMar informed the Board that the City of Seattle was conducting a meeting (in progress) regarding the stranded cost negotiations. The District has presented a counter proposal and it is being discussed. DelMar will rejoin the meeting following today's Board meeting. Commissioner Kathleen Quong-Vermeire expressed appreciation for DelMar's efforts in negotiating on behalf of the District.
- 6.6 City of Tukwila Franchise Agreement Update: DelMar informed the Board that the agreement passed Tukwila's Council Committee. First Reading of the whole council will be on April 10, 2023 and second reading on consent later in April. If approved, the tentative agreement will be presented to the Board for consideration at the first meeting in May.
- 6.7 Dump Truck Purchase: DelMar asked Hite to update the Board on the purchasing a new dump truck. Hite informed them that the cab-and-chassis has been ordered and should be delivered in approximately six-months. The dump bed will be ordered separately.
- 6.8 WASWD Conference: DelMar confirmed that Paige passed out the travel advance checks. He informed the Board that Operations Manager Phil Hite and Engineering Supervisor Logan Wallace will be attending the conference.
- 6.9 Vacation – DelMar informed the Board he will be on vacation starting April 7 – April 17. The Board should contact Paige for any items in his absence.



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There being no further business, President Johnson concluded the meeting at 9:20 a.m.

BOARD OF COMMISSIONERS

DocuSigned by:

Daniel Johnson

Daniel Johnson, President

DocuSigned by:

Kathleen Quong-Vermeire

Kathleen Quong-Vermeire, Secretary

DocuSigned by:

Polly Daigle

Polly Daigle, Commissioner

DocuSigned by:

Todd Fultz

Todd Fultz, Commissioner

DocuSigned by:

Vince Koester

Vince Koester, Commissioner