



**HIGHLINE WATER DISTRICT**  
**Board Workshop Meeting Minutes**  
**April 25, 2023**

<b>ATTENDEES</b>		(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	Carryn Frye, EA/Contract Coordinator	<b>GUESTS</b>
Kathleen Quong-Vermeire		

**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.

<b>Minutes:</b> April 19, 2023					
<b>WARRANTS</b>					
<b>Fund Name</b>	<b>Fund No.</b>	<b>Scheduled Payment Date</b>	<b>Vouchers</b>		<b>Total Amount</b>
Maintenance	09-075-0010	04/26/2023	28787	- 28799	\$ 14,456.56
Construction	09-075-0030	04/26/2023	902715	- 902715	\$ 49,976.60
<b>ELECTRONIC FUNDS TRANSFERS</b>					
<b>Description</b>	<b>Fund No.</b>	<b>Period Ending</b>	<b>EFT Transfer Date</b>		<b>Total Amount</b>
Payroll Tax	09-075-0010	04/14/2023	04/26/2023		\$ 34,691.59
Direct Deposit – Payroll	09-075-0010	04/14/2023	04/26/2023		\$ 85,605.75
Dept of Retirement	09-075-0010	04/14/2023	04/24/2023		\$ 21,141.87
Deferred Compensation	09-075-0010	04/14/2023	04/21/2023		\$ 5,931.21
HRA - Veba	09-075-0010	04/14/2023	04/21/2023		\$ 12,457.99
Health Equity - HSA	09-075-0010	04/14/2023	04/21/2023		\$ 162.23
Dept of Licensing – Fuel Tax	09-075-0010	04/14/2022	04/25/2023		\$ 84,571.34
<b>CONSENT AGENDA RESOLUTIONS</b>					
<b>Item #</b>	<b>Resolution #</b>	<b>Description</b>			
None					

**4. PUBLIC INPUT**

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



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**5. RESOLUTIONS/MOTIONS**

None

**6. 2022 BUDGET VS ACTUAL COMPARISON**

Finance/Administrative Manager Anne Paige presented the 2022 Budget VS Actual Comparison to the Board. She reviewed and discussed the District's Revenue, Applications of Funds, Expenses and Changes in Net Position.

General Manager Jeremy DelMar discussed the District's Capital Improvement Projects and ways to allocate resources to District security upgrades. Discussion ensued. No action taken.

**7. Other**

**Jeremy DelMar**

- 7.1 Tukwila Franchise Agreement Update – DelMar informed the Board that the agreement passed the Tukwila Council, and the resolution will be presented at the next Board meeting for approval.
- 7.2 22-3 WSDOT SR-509 Stage 2 – DelMar informed the Board that there is a tentative agreement with WSDOT ready to bring to the Board. It will be presented at a future meeting.
- 7.3 21-1 Des Moines 24<sup>th</sup> Ave S Water Main Replacement – DelMar informed the Board of impasses in the negotiation with the City on the Interlocal Agreement. The City has provided their best and final offer and are no longer willing to negotiate. If we do not accept, the City will direct the District to relocate the facilities on our own and inform the City Council of the delay to the City project. DelMar will request a meeting with the Public Works Director in an attempt to remedy the conflict by staff.



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There being no further business of the District, President Johnson concluded the meeting at 9:50 a.m.

**BOARD OF COMMISSIONERS**

DocuSigned by:

*Daniel Johnson*

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**Daniel Johnson, President**

DocuSigned by:

*Kathleen Quong-Vermeire*

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**Kathleen Quong-Vermeire, Secretary**

DocuSigned by:

*Polly Daigle*

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**Polly Daigle, Commissioner**

DocuSigned by:

*Todd Fultz*

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**Todd Fultz, Commissioner**

DocuSigned by:

*Vince Koester*

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**Vince Koester, Commissioner**