



**HIGHLINE WATER DISTRICT  
Regular Board Meeting Minutes  
September 6, 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	Eric Frimodt	
Todd Fultz	Anne Paige, Finance/Administrative Manager	<b>CONSULTANTS</b>	
Daniel Johnson	Phil Hite, Operations Manager (9:20 AM)		
Vince Koester	Logan Wallace, Engineering Supervisor	<b>GUESTS</b>	
Kathleen Quong-Vermeire	<del>Caryn Frye, EA/Contract Coordinator</del>		

**1. CALL TO ORDER**

President Johnson called the meeting to order at 9:00 a.m.

**2. APPROVE AMENDED AGENDA**

Motion duly made and seconded to approve the amended 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>	August 22, 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	09/06/2023	29202 - 29236	\$ 927,190.28	
Construction	09-075-0030	09/06/2023	902741 - 902741	\$ 60.00	
<b>ELECTRONIC FUNDS TRANSFER</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	08/18/2023	08/30/2023	\$ 33,135.88	
Direct Deposit – Payroll	09-075-0010	08/18/2023	08/25/2023	\$ 87,067.83	
Dept of Retirement	09-075-0010	08/18/2023	08/28/2023	\$ 19,746.49	
Deferred Compensation	09-075-0010	08/18/2023	08/25/2023	\$ 5,808.71	
HRA - Veba	09-075-0010	08/18/2023	08/25/2023	\$ 12,507.99	
Health Equity - HSA	09-075-0010	08/18/2023	08/25/2023	\$ 162.23	
Dept of Revenue – B & O Tax	09-075-0010	08/18/2023	08/25/2023	\$ 111,368.48	
<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.



## HIGHLINE WATER DISTRICT Regular Board Meeting Minutes September 6, 2023

### 5. RESOLUTIONS/MOTIONS

Resolution 23-9-6A authorizing Change Order No. 1 to HWD MP2022-09/Contract #22-50-21 with Canyon Ridge Construction for construction spoils removal, transportation, and disposal. After discussion, the motion carried unanimously.

Resolution 23-9-6B authorizing Developer Extension Agreement (Kent Multi Use). After discussion, the motion carried unanimously.

Resolution 23-9-6C declaring an emergency pursuant to RCW 39.4.280(c)&(e), waiving the competitive bidding requirements of RCW 57.08.050, and authorizing and directing the General Manager or designee to execute the necessary contracts and/or direct the purchases and work on the District's behalf to procure replacement and materials and to make repairs at the District headquarters. After discussion, the motion carried unanimously.

Resolution 23-9-6D authorizing Amendment #1 of the Software License Services, Support and Maintenance Agreement with NorthStar Utilities. After discussion, the motion carried unanimously.

Resolution 23-9-6E rejecting all bids for Project 21-3 Mansion Hill 2.5MG Reservoir Improvements. After discussion, the motion carried unanimously.

### 6. STAFF/COMMISSIONERS/ATTORNEY

#### Eric Frimodt

6.1 King County Franchise: Attorney Frimodt informed the Board that there have been no changes on behalf of King County regarding the franchises.

6.2 Responsible Bidder Criteria: Frimodt informed the Board that there is new language in RCW 39.04.350.

#### Jeremy DelMar

6.3 Federal Way Franchise: General Manager DelMar informed the Board that the Franchise is at tentative agreement and should be approved by the City Council in November.

6.6 UA Local 32 Negotiations: DelMar informed the Board that he received a letter from the Union of their desire to renegotiate the contract that is set to expire at the end of the year. Management will reach out and confirm dates to begin negotiations.



## **HIGHLINE WATER DISTRICT Regular Board Meeting Minutes September 6, 2023**

### **7 EXECUTIVE SESSION – POTENTIAL LITIGATION**

7.1 An executive session was convened pursuant to RCW 42.30.110(1)(i), the Board may adjourn to discuss specific matters. The purpose and length of time needed for the executive session is to be announced for the record. The Board may discuss with legal counsel representing the agency matters related to agency enforcement actions, or to discuss with legal counsel representing the agency, litigation, or potential litigation to which the agency, the governing body or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency. Attending the executive session was the Commissioners, General Manager DelMar, and Legal Counsel Eric Frimodt. Before convening the executive session at 9:30 a.m., President Johnson advised the executive session would be 20 minutes. At 9:50 am, the executive session was extended 10 minutes. At 10:00, the executive session concluded, and the open session reconvened with no action taken.



## HIGHLINE WATER DISTRICT Regular Board Meeting Minutes September 6, 2023

There being no further business, President Johnson concluded the meeting at 10:01 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