



HIGHLINE WATER DISTRICT
Board Workshop Meeting Minutes
November 28, 2023

ATTENDEES		(Strikeouts indicate absence)
Commissioners	HWD Staff	HWD Attorney(s)
Polly Daigle	Jeremy DelMar, General Manager	
Todd Fultz	Anne Paige, Finance/Admin Manager	CONSULTANTS
Daniel Johnson	Phil Hite, Operations Manager	
Vince Koester	Logan Wallace, Engineering 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:		November 15, 2023			
WARRANTS					
Fund Name	Fund No.	Scheduled Payment Date	Vouchers		Total Amount
Maintenance	09-075-0010	11/29/2023	29486	- 29513	\$ 57,503.35
Construction	09-075-3030	11/29/2023	902752	- 902754	\$ 18,223.42
ELECTRONIC FUNDS TRANSFER					
Description	Fund No.	Period Ending	EFT Transfer Date		AMOUNT
Payroll Tax	09-075-0010	11/10/2023	11/22/2023		\$ 34,685.28
Direct Deposit – Payroll	09-075-0010	11/10/2023	11/17/2023		\$ 89,805.98
Dept of Retirement	09-075-0010	11/10/2023	11/20/2023		\$ 20,946.37
Deferred Compensation	09-075-0010	11/10/2023	11/17/2023		\$ 4,884.77
HRA - VEBA	09-075-0010	11/10/2023	11/17/2023		\$ 12,507.99
Health Equity - HSA	09-075-0010	11/10/2023	11/17/2023		\$ 162.23
Dept of Revenue – B & O Taxes	09-075-0010	10/31/2023	11/27/2023		\$ 73,838.76
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 23-11-28A authorizing developer extension agreement (Tyee High School). Motion duly made and seconded. After discussion, the motion carried unanimously.

6. PRESENTATION OF DRAFT CAPITAL IMPROVEMENT PLAN

Engineering Supervisor Logan Wallace discussed the Capital Improvement Projects application of funds for the 2024 budgeting. Discussion ensued. No action taken. Management will present the final draft of the 2024 CIP at the December 20th Board Meeting.

7. OTHER

Anne Paige

7.1 Commissioner Paystubs: Administrative/Finance Manager Paige verified how the Board members would like their paystubs delivered.

7.2 Caselle: Paige informed the Board that the training for the new financial software started this morning. Her staff likes the software, and they believe it will make their jobs run more efficiently.

There being no further business of the District, President Johnson concluded the meeting at 9:44 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