



**HIGHLINE WATER DISTRICT  
Regular Board Meeting Minutes  
January 17, 2024**

<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	Logan Wallace, Engineering Supervisor	<b>GUESTS</b>
Kathleen Quong-Vermeire	Caryn Frye, EA/Contract Coordinator	

**1. CALL TO ORDER**

President Quong-Vermeire 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> January 3, 2024				
<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	01/17/2024	29629 - 29677	\$ 222,389.76
Construction	09-075-3030	01/17/2024	902760 - 902761	\$ 1,596.53
<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>
Direct Deposit – Payroll	09-075-0010	01/05/2024	01/12/2024	\$ 85,863.13
Payroll Tax	09-075-0010	01/05/2024	01/17/2024	\$ 33,213.25
Dept of Retirement	09-075-0010	01/05/2024	01/16/2024	\$ 20,171.28
Deferred Compensation	09-075-0010	01/05/2024	01/12/2024	\$ 5,385.72
HRA Veba	09-075-0010	01/05/2024	01/12/2024	\$ 13,992.15
HAS Equity Account	09-075-0010	01/05/2024	01/12/2024	\$ 138.41
Employment Security Dept. - WA Cares	09-075-0010	01/05/2024	01/05/2024	\$ 4,132.53
Employment Security Dept. - PFMLA	09-075-0010	01/05/2024	01/05/2024	\$ 5,120.77
<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**

Resolution 24-1-17A authorizing consultant agreement with Gray & Osborne, Inc. for professional engineering and surveying services relating to Project 24-3 Walker Creek and Sequoia Creek Culvert Relocation. Motion duly made and seconded. After discussion, the motion carried unanimously.

Resolution 24-1-17B authorizing consultant agreement with Perteet Inc., for professional surveying and engineering services relating to Project 24-5 S 204<sup>th</sup> St Water Main Replacement and Relocation Project. Motion duly made and seconded. After discussion, the motion carried unanimously.

Resolution 24-1-17C authorizing Developer Extension Agreement – SeaTac Self Storage – 2701 S 204<sup>th</sup> St SeaTac, WA 98198. Motion duly made and seconded. After discussion, the motion carried unanimously.

Resolution 24-1-17D approving an Intergovernmental Agreement with Sourcewell Cooperative Purchasing Program. Motion duly made and seconded. After discussion, the motion carried unanimously.

**6. STAFF/COMMISSIONERS/ATTORNEY**

**Phil Hite**

6.1 Staffing - Operations Manager Phil Hite informed the Board that staff interviewed six applicants for the Utility/Sr. Utility Worker positions. An offer has been made to one applicant who accepted with a start date of January 24<sup>th</sup>. Four additional applicants are returning for a second round of interviews this week.

6.2 Vehicle Accident - Hite informed the Board that the District's service truck was involved in an accident last week. Two District employees were in the vehicle who was hit by a third party. An insurance claim has been filed with the District's insurance who will pursue recovery with the responsible parties.

**Anne Paige**

6.3 Audit - Finance/Administrative Manager Anne Paige informed the Board that this year's audit has begun. The auditors will be in the office today.

6.4 Auditor Risk Assessment – Paige requested a volunteer from the Board to participate in a risk assessment with the State Auditor for the District. Commissioner Quong-Vermeire volunteered.

6.5 Caselle Software Update – Paige informed the Board that the software is live. Timesheet training for staff and Commissioners will begin in February. The new timesheet portal and app will allow users to log and electronically sign timesheets, view paystubs and check leave balances.



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### **Jeremy DelMar**

- 6.6 WASWD Executive Director Visit – General Manager Jeremy DelMar received a request from Judi Gladstone to meet with the District’s Board. The Board agreed to a meeting and DelMar will work on getting it scheduled.
- 6.7 Policy Changes – DelMar informed the Board that he and Customer Service Supervisor Greg Wilson have been discussing potential policy changes for late fees and leak adjustments. Discussion ensued. DelMar will present resolutions at a future meeting for the Board to consider the policy changes.
- 6.8 Tyee/Port of Seattle PFAS Update – DelMar responded to Commissioner Todd Fultz’s question regarding the status of Tyee. He informed the Board that he has not received a response from the Port and the District’s attorney, Eric Frimodt, has reached out to the Port’s attorney.

### **Daniel Johnson**

- 6.9 Sound Transit – Commissioner Daniel Johnson inquired as to the timeline for which Sound Transit will be done using our parking lot. DelMar informed him that the project was initially scheduled to be completed by October of 2024 but has been delayed to 2025.

### **Polly Daigle**

- 6.10 WASWD Executive Director Judi Gladstone Letter – Commissioner Polly Daigle mentioned that Judi Gladstone sent a letter to DelMar regarding WASWD taking videos of the District’s staff performing their jobs. DelMar received the letter last week and will check with staff to see if they are willing to participate. He will proceed accordingly depending on staff’s response.

### **Kathleen Quong-Vermeire**

- 6.11 Get Ready King County Emergency Preparedness Class – Commissioner Kathleen Quong-Vermeire attended the class last night. She mentioned that they discussed a lot of useful information, and she brought handouts to share if anyone wanted more information.



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There being no further business, President Quong-Vermeire concluded the meeting at 9:42 a.m.

**BOARD OF COMMISSIONERS**

DocuSigned by:

*Kathleen Quong-Vermeire*

**Kathleen Quong-Vermeire, President**

DocuSigned by:

*Vince Koester*

**Vince Koester, Secretary**

DocuSigned by:

*Polly Daigle*

**Polly Daigle, Commissioner**

DocuSigned by:

*Todd Fultz*

**Todd Fultz, Commissioner**

DocuSigned by:

*Daniel Johnson*

**Daniel Johnson, Commissioner**