



**HIGHLINE WATER DISTRICT**  
**Board Workshop Meeting Minutes**  
**January 23, 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	Carryn Frye, EA/Contract Coordinator	<b>GUESTS</b>
Kathleen Quong-Vermeire		

**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 17, 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	01/24/2024	29678	- 29679	\$ 47,523.96
Maintenance	09-075-0010	01/24/2024	29680	- 29695	\$ 300,433.32
Construction	09-075-3030	01/24/2024	902762	- 902763	\$ 5,098.90
<b>ELECTRONIC FUNDS TRANSFER</b>					
<b>Description</b>		<b>Fund No.</b>	<b>Period Ending</b>	<b>EFT Transfer Date</b>	<b>AMOUNT</b>
N/A					
<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.

**5. RESOLUTIONS/MOTIONS**

Resolution 24-1-23A amending the Highline Water District Code (HWDC) Section 6.04.020 Miscellaneous Rates Table 4 (Late Charges); Section 6.04.030 Hydrant Meters Table 7 (Hydrant Meter Deposit) and Table 9 (Replacement Costs for Damaged/Lost Hydrant Meters); and Chapter 11.04.120 (Leak/Leak Adjustment). Motion duly made and seconded. After discussion, the motion carried unanimously.



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## 6. OTHER

### Jeremy DelMar

6.1 2023 Water Loss Report: General Manager DelMar provided the Board with a copy of the report showing 4.15% water loss for 2023.

## 7. EXECUTIVE SESSION – PERSONNEL

An executive session was convened pursuant to RCW 42.30.110(1)(g) to evaluate the performance of a public employee. Before convening the executive session at 9:10 a.m., President Quong-Vermeire advised the executive session would be 10 minutes. The Commissioners attended the executive session. At 9:20 a.m., DelMar joined and the executive session was extended 10 minutes. At 9:30 a.m., the executive session concluded and the open meeting reconvened with no action taken.

There being no further business of the District, President Quong-Vermeire concluded the meeting at 9:30 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