



HIGHLINE WATER DISTRICT
Regular Board Meeting Minutes
February 21, 2024

ATTENDEES		(Strikeouts indicate absence)
COMMISSIONERS	HWD STAFF	HWD ATTORNEY(S)
Polly Daigle	Jeremy DelMar, General Manager	Eric Frimodt
Todd Fultz	Anne Paige, Finance/Admin Manager	CONSULTANTS
Daniel Johnson	Phillip Hite, Operations Manager	
Vince Koester	Logan Wallace, Engineering Supervisor	GUESTS
Kathleen Quong-Vermeire	Carryn 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.

Minutes: February 7, 2024					
WARRANTS					
Fund Name	Fund No.	Warrant Date	Vouchers		Amount
Maintenance	09-075-0010	02/14/2024	29752 - 29754		\$ 11,394.91
Maintenance	09-075-0010	02/14/2024	302762 - 302777		\$ 4,344.19
Maintenance	09-075-0010	02/21/2024	29755 - 29756		\$ 47,523.96
Maintenance	09-075-0010	02/21/2024	29757 - 29810		\$ 500,890.15
Construction	09-075-3030	02/21/2024	902764 - 902765		\$ 3,512.63
ELECTRONIC FUNDS TRANSFER					
Description	Fund No.	Period Ending	EFT Transfer Date		Amount
Direct Deposit – Payroll	09-075-0010	02/02/2024	02/09/2024		\$ 97,567.47
Payroll Tax	09-075-0010	02/02/2024	02/14/2024		\$ 37,148.86
Dept of Retirement	09-075-0010	02/02/2024	02/12/2024		\$ 21,445.45
Deferred Compensation	09-075-0010	02/02/2024	02/09/2024		\$ 5,446.67
HRA VEBA	09-075-0010	02/02/2024	02/09/2024		\$ 15,194.02
HSA Equity Account	09-075-0010	02/02/2024	02/09/2024		\$ 138.41
Payroll Tax – Uniform Allowance	09-075-0010	02/02/2024	02/21/2024		\$ 2,303.33
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 24-2-21A accepting as complete Maintenance Contract #22-50-13 with Asphalt Patch Systems, Inc. for Asphalt and Concrete Restoration Services. Motion duly made and seconded. After discussion, the motion carried unanimously.

Motion 24-2-21(1) duly made and seconded authorizing the General Manager and/or legal counsel to enter a claim for damages against the Port of Seattle regarding the Tye Well and Treatment Plant. After discussion, the motion carried unanimously. Reference Item 7 – Executive Session.

6. STAFF/COMMISSIONERS/ATTORNEY

Logan Wallace

6.1 Des Moines Memorial Drive S 208th St to S 212th St Interlocal Agreement (ILA) – Engineering Supervisor Logan Wallace informed the Board that the District is working on an ILA with the City. The District will compensate the City for the additional cost of relocating a proposed stormwater pipe into the road at avoid the need to relocate District’s water main. The estimated cost to the District is \$400,000. The City will be sending the District a draft ILA to review.

Anne Paige

6.2 Timesheets - Finance/Administrative Manager Anne Paige asked the Board if they would prefer paper or online timesheets. The majority prefers online but some of the Commissioners preferred paper. Paige will present training of the new system during the next Board Workshop Meeting.

6.3 SAO Exit Conference – Paige informed the Board that the auditors are wrapping up the audit and an Exit Conference will be scheduled for the end of March with the Commissioners.

Phillip Hite

6.4 Fence Update - Operations Manager Phillip Hite informed the Board that the HWD Headquarters fence installation is still underway. The posts have been installed and the fence is being installed. Power is also being installed for the gates. Work should be complete by early March.

6.5 Staffing - Hite informed the Board that the three (3) new Utility Workers have been onboarded. The new Utility Lead Worker position was posted internally and filled by Nick Hoesel.



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Jeremy DelMar

- 6.6 Project 21-3 Mansion Hill 2.5 MG Reservoir Int/Ext Recoat and Safety Improvements – General Manager Jeremy DelMar updated the Board regarding the rebid for Project 21-3. The advertisement is scheduled for February 29, 2024, with a bid opening date of March 14, 2024.
- 6.7 Water District 54 (WD54) Update – DelMar visited WD54 last week and discussed where they were at with their decision to stop purchasing water from Highline. Initially, they informed the District they will stop at the end of 2023. They are awaiting a report from Gray & Osborne on their options moving forward. It is believed they will be taking water from Highline until a feasible alternative is determined.

Eric Frimodt

- 6.8 First Amendment Audits – The District's Attorney Eric Frimodt informed the Board of a recent trend of public agencies called First Amendment audits. The audits are a largely American social movement that usually involves individuals photographing or filming from public spaces. Several national and local government agencies have encountered people wearing masks and entering public facilities in a suspicious fashion while recording staff responses to post on social media. Frimodt suggests training District Staff to be aware of such events and how to react in these situations. Frimodt will be providing DelMar with MRSC information to assist with organizing staff training.

7. EXECUTIVE SESSION

An executive session was convened pursuant to RCW 42.30.110(i) potential litigation to discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation. Before convening the executive session at 9:28 a.m., President Quong-Vermeire advised the executive session would be 10 minutes. The Commissioners, General Manager, Operations and Administrative Managers, and attorney, Eric Frimodt attended the executive session. At 9:38 a.m., the executive session was extended 5 minutes. At 9:43 a.m., the executive session was extended 5 minutes. At 9:48 a.m., the executive session concluded, and the open meeting was reconvened. Action taken: Reference Motion 24-2-21(1).



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There being no further business, President Quong-Vermeire concluded the meeting at 9:48 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