



**HIGHLINE WATER DISTRICT**  
**Regular Board Meeting Minutes**  
**April 3, 2024**

<b>ATTENDEES</b>		(Strikeouts indicate absence)
<b>COMMISSIONERS</b> Polly Daigle (remote) Todd Fultz (remote) Daniel Johnson Vince Koester Kathleen Quong-Vermeire	<b>HWD STAFF</b> <del>Jeremy DelMar, General Manager</del> Anne Paige, Finance/Admin Manager Phillip Hite, Operations Manager Logan Wallace, Engineering Supervisor Carryn Frye, EA/Contract Coordinator	<b>HWD ATTORNEY(S)</b>  <b>CONSULTANTS</b>  <b>GUESTS</b> Shannon Kirchberg

**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> March 26, 2024				
WARRANTS				
Fund Name	Fund No.	Scheduled Payment Date	Vouchers	Total Amount
Maintenance	09-075-0010	03/27/2024	29919 - 29919	\$ 412.26
Maintenance	09-075-0010	03/27/2024	29920 - 29939	\$ 82,695.61
Construction	09-075-3030	03/27/2024	902773 - 902773	\$ 577,455.00
ELECTRONIC FUNDS TRANSFER				
Description	Fund No.	Period Ending	EFT Transfer Date	Total Amount
None				
CONSENT AGENDA RESOLUTIONS				
Item #	Resolution #	Description		
None				

**4. PUBLIC INPUT**

**Shannon Kirchberg**

- 4.1 City of Des Moines Emergency Management – Shannon Kirchberg, Director of Emergency Management and Workplace Safety with the City of Des Moines, attended the meeting to introduce herself. She is the point of contact at the City should a large-scale emergency transpire, that could disrupt the community.



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### 5. RESOLUTIONS/MOTIONS

Resolution 24-4-3A authorizing the surplus of vehicles. After discussion, the motion carried unanimously.

Resolution 24-4-3B approving the procurement of Ductile Iron Pipe from Ferguson Enterprises utilizing the Washington State DES Master Contract Purchasing Program. After discussion, the motion carried unanimously.

### 6. STAFF/COMMISSIONERS/ATTORNEY

#### Logan Wallace

- 6.1 Sound Transit – Engineering Supervisor Logan Wallace informed the Board that Kiewit should be completing all work, north of S 240<sup>th</sup> St, by August 4, 2024.

#### Phillip Hite

- 6.2 New Vehicles - Operations Manager Phillip Hite informed the Board that we received the F-250 pick-up truck and the hydro excavator. He will show the Board the new hydro excavator at a future meeting.
- 6.3 Main Break at 8<sup>th</sup> Ave S & S 189<sup>th</sup> St – Hite informed the Board that there was a main break on Friday, 3/29/24, in Normandy Park. The District was notified, and the crew dispatched at approximately 10:00 a.m. The water was back on by 1:00 p.m.
- 6.4 Cyber Security – Hite and General Manager Jeremy DelMar met with Brett Larson from Lighthouse Consulting last week to discuss cybersecurity and District networks. Brett is preparing a plan and a proposed cost estimate to implement newer technologies to advance the District's security system.
- 6.5 F-1 Reports – Hite reminded the Board that F-1 Reports are due on 4/15/24 per Commissioner Kathleen Quong-Vermeire.

#### Anne Paige

- 6.6 2022 Audit – Finance/Administrative Manager Anne Paige informed the Board that the 2022 Audit is being finalized. The SAO will attend an Exit Conference with the Board tentatively scheduled for the April 23 Board Workshop.
- 6.7 Fence – Paige stated that Hite did a great job getting the fence project done. Hite added that there are a few items left on the punch list and upon completion he will bring it back to the Board to accept as complete.



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There being no further business, President Quong-Vermeire concluded the meeting at 9:19 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**