



HIGHLINE WATER DISTRICT
Regular Board Meeting Minutes
May 3, 2023

ATTENDEES		(Strikeouts indicate absence)
COMMISSIONERS Polly Daigle Todd Fultz (remote) Daniel Johnson Vince Koester Kathleen Quong-Vermeire	HWD STAFF Jeremy DelMar, General Manager Anne Paige, Finance/Administrative Manager Phil Hite, Operations Manager Carryn Frye, EA/Contract Coordinator	HWD ATTORNEY(S) CONSULTANTS GUESTS

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: April 25, 2023				
WARRANTS				
Fund Name	Fund No.	Scheduled Payment Date	Vouchers	Total Amount
Maintenance	09-075-0010	05/03/2023	28800 - 28825	\$ 98,207.52
CONSENT AGENDA RESOLUTIONS				
Item #	Resolution #	Description		
None				

4. PUBLIC INPUT

No members of the public attended the meeting in person or remotely.

5. RESOLUTIONS/MOTIONS

Resolution 23-5-3A commending employee, Keith Coburn, for fifteen years of service. Motion duly made and seconded. After discussion, the motion carried unanimously.

Resolution 23-5-3B authorizing the surplus or disposal of office equipment, tools, or vehicles. Motion duly made and seconded. After discussion, the motion carried unanimously.

Resolution 23-5-3C accepting the terms and conditions of Ordinance No. 2700 authorizing a non-exclusive franchise within the City of Tukwila. Motion duly made and seconded. After discussion the motion carried 4 to 1 with Commissioner Quong-Vermeire voting no.



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6. STAFF/COMMISSIONERS/ATTORNEY

Phil Hite

- 6.1 Staffing: Operations Manager Phil Hite informed the Board that we filled one of two Utility Worker positions. The new hire will start next week. He reposted the position in search of one more Utility Worker.

The Seasonal Worker position has been posted. No applicants yet.

- 6.2 1st Pl SW & SW 196th St Water Main Replacement: Hite informed the Board that the District crew will be starting work this Thursday. Work is expected to go on for a month.

Anne Paige

- 6.3 Financials: Finance/Administrative Manager Paige informed the Board that the finance department is working on the 2022 year-end financials, and will be complete by the June due date.

First quarter financials for 2023 will be presented to the Board at the next meeting.

- 6.3 ERP Modules for Caselle Financial Software: Paige addressed Commissioner Quong-Vermeire's question regarding the status of the financial software conversion. Paige informed the Board that the first module for the ERP is complete. The second module will be to transfer the data and staff is in the process of scheduling it to be complete.

Jeremy DelMar

- 6.4 WASWD Retrospective Rating Program Pool Resolution: General Manager DelMar informed the Board that a new agreement has been prepared by the WASWD Retro Pool. To maintain membership in the program, the District must execute the new agreement. A resolution will be presented to the Board at the next meeting.

- 6.5 WASWD General Manager's Meeting: DelMar informed the Board that he will be attending the WASWD General Manager's meeting via zoom at 10:00a.m.

- 6.6 District Gate Closure: DelMar notified the Board that the gate for the main office will be closed until May 10th due to Sound Transit paving the road in front of the office.

Kathleen Quong-Vermeire

- 6.6 City of Tukwila Franchise Agreement: Commissioner Kathleen Quong-Vermeire expressed appreciation for DelMar's efforts in negotiating on behalf of the District.



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There being no further business, President Johnson concluded the meeting at 9:41 a.m.

BOARD OF COMMISSIONERS

DocuSigned by:

Daniel Johnson

Daniel Johnson, President

DocuSigned by:

Kathleen Quong-Vermeire

Kathleen Quong-Vermeire, Secretary

DocuSigned by:

Polly Daigle

Polly Daigle, Commissioner

DocuSigned by:

Todd Fultz

Todd Fultz, Commissioner

DocuSigned by:

Vince Koester

Vince Koester, Commissioner