



**HIGHLINE WATER DISTRICT
Board Meeting Minutes
July 3, 2024**

| | | |
|-------------------------|---|-------------------------------|
| ATTENDEES | | (Strikeouts indicate absence) |
| COMMISSIONERS | HWD STAFF | HWD ATTORNEY(S) |
| Polly Daigle | Jeremy DelMar, General Manager | |
| 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 (remote) | |

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: June 25, 2024 | | | | |
|-------------------------------|--------------|------------------------|-------------------|--------------|
| WARRANTS | | | | |
| Fund Name | Fund No. | Scheduled Payment Date | Vouchers | Total Amount |
| Maintenance | 09-075-0010 | 07/03/2024 | 30227 - 30228 | \$ 1,414.40 |
| Maintenance | 09-075-0010 | 07/03/2024 | 30229 - 30245 | \$ 19,139.73 |
| ELECTRONIC FUNDS TRANSFER | | | | |
| Description | Fund No. | Period Ending | EFT Transfer Date | Total Amount |
| Direct Deposit – Payroll | 09-075-0010 | 06/21/2024 | 06/28/2024 | \$ 97,649.62 |
| Payroll Tax | 09-075-0010 | 06/21/2024 | 07/03/2024 | \$ 37,994.40 |
| Dept of Retirement | 09-075-0010 | 06/21/2024 | 07/01/2024 | \$ 22,164.73 |
| Deferred Compensation | 09-075-0010 | 06/21/2024 | 06/28/2024 | \$ 7,182.17 |
| HRA Veba | 09-075-0010 | 06/21/2024 | 06/28/2024 | \$ 15,294.02 |
| HSA Equity Account | 09-075-0010 | 06/21/2024 | 06/28/2024 | \$ 138.41 |
| CONSENT AGENDA RESOLUTIONS | | | | |
| Item # | Resolution # | Description | | |
| None | | | | |

4. PUBLIC INPUT

No public attended the meeting in person or remotely.



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5. RESOLUTIONS/MOTIONS

Resolution 24-7-3A authorizing the City of Normandy Park to perform restoration services on behalf of the District on SW 191st St. Motion duly made and seconded. After discussion, the motion carried unanimously.

6. STAFF/COMMISSIONERS/ATTORNEY

Logan Wallace

- 6.1 Project 22-1 SR509 Lake to Sound Trail Project – Engineering Supervisor, Logan Wallace, stated the water work associated with the project is near completion.
- 6.2 Project 21-1 Des Moines 24th Ave S Water Main Replacement – Wallace updated the Board that the District and Puget Sound Energy have completed their work, and the City has resumed road construction.
- 6.3 Water Comprehensive Plan Update – Wallace informed the Board that the District will need to update the comp plan by 2026. He plans to solicit a consultant by early fall.

Phillip Hite

- 6.4 Lead and Copper Rule Service Line Potholing – Operations Manager, Phillip Hite, briefed the Board about the water service line potholing and materials investigation that will begin next week. Letters were sent to approximately 400 customers of unidentified service line materials by random selection and the field crew will be checking 350 services. The process should take about a month to complete. Data compiled will be submitted to the State and posted on the District's website in compliance with the EPA guidelines for lead service line inventory.
- 6.5 Dump Truck – Hite informed the Board that the dump truck ordered last year has been received and is being used in the field.

Anne Paige

- 6.6 Next Years Budget – Finance/Administration Manager, Anne Page, mentioned to the Board that the upcoming comp plan will need to be expensed rather than capitalized in the District financials per Washington State Auditor's guidelines.

Jeremy DelMar

- 6.7 PFAS Letter – General Manager, Jeremy DelMar, informed the Board that he received a letter regarding a class action lawsuit against Tyco Fire Systems. The District must opt in/out by September. He mentioned the District opted out of the 3M and Dupont lawsuits. He will assume the District would decide to opt out of this settlement as well. He mentioned the Board could arrange an executive session with legal counsel if they desire to discuss the matter.
- 6.8 Seattle Public Utilities (SPU) Wholesale Water Contract Update – DelMar updated the Board that a workshop is being held with SPU and Purveyor Group on July 11th to discuss unilateral amendments for non-signers of the new wholesale water contract.



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There being no further business, President Quong-Vermeire concluded the meeting at 9:28 a.m.

BOARD OF COMMISSIONERS

Signed by:

Kathleen Quong-Vermeire

Kathleen Quong-Vermeire, President

DocuSigned by:

Vince Koester

Vince Koester, Secretary

DocuSigned by:

Polly Daigle

Polly Daigle, Commissioner

Signed by:

Todd Fultz

Todd Fultz, Commissioner

Signed by:

Daniel Johnson

Daniel Johnson, Commissioner