



**HIGHLINE WATER DISTRICT**  
**Regular Board Meeting Minutes**  
**August 21, 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	Phillip Hite, Operations Manager	
Vince Koester	Logan Wallace, Engineering Supervisor	<b>GUESTS</b>
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.

<b>Minutes:</b> August 7, 2024					
<b>WARRANTS</b>					
Fund Name	Fund No.	Scheduled Payment Date	Vouchers	Total Amount	
Maintenance	09-075-0010	08/14/2024	30364 - 30365	\$ 47,960.03	
Maintenance	09-075-0010	08/14/2024	30366 - 30369	\$ 14,625.88	
Maintenance	09-075-0010	08/21/2024	30370 - 30426	\$ 127,121.59	
Construction	09-075-3030	08/21/2024	902793 - 902796	\$ 291,915.00	
<b>ELECTRONIC FUNDS TRANSFER</b>					
Description		Fund No.	Period Ending	EFT Transfer Date	Total Amount
Direct Deposit – Payroll		09-075-0010	08/02/2024	08/09/2024	\$ 97,782.19
Payroll Tax		09-075-0010	08/02/2024	08/14/2024	\$ 36,741.60
Dept of Retirement		09-075-0010	08/02/2024	08/12/2024	\$ 21,364.45
Deferred Compensation		09-075-0010	08/02/2024	08/09/2024	\$ 7,388.67
HRA VEBA		09-075-0010	08/02/2024	08/09/2024	\$ 15,244.02
HSA Equity Account		09-075-0010	08/02/2024	08/09/2024	\$ 138.41
<b>CONSENT AGENDA RESOLUTIONS</b>					
Item #	Resolution #	Description			
None					

**4. PUBLIC INPUT**

No public attended the meeting in person or remotely.



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### 5. RESOLUTIONS/MOTIONS

Resolution 24-8-21A authorizing Applicant Agent and Alternate Agent to obtain Federal and/or State Emergency Disaster Assistance Funds through the Federal Emergency Management Agency (FEMA). Motion duly made and seconded. After discussion, the motion carried unanimously.

### 6. 18-2 INTERNATIONAL BLVD S AT SR509 ROAD IMPROVEMENTS - UPDATE

Engineering Supervisor Logan Wallace presented an interactive map of the progress for the 509 Project by WSDOT to the Board. The map showed renderings of locations throughout the corridor. Wallace took questions from the Board.

### 7. STAFF/COMMISSIONERS/ATTORNEY

#### Phillip Hite

- 7.1 Upcoming Resolutions – Operations Manager Phillip Hite informed the Board that he will be presenting two resolutions at the next Regular Board Meeting, September 4, 2024. One to approve a change order to extend the current Asphalt & Concrete Restoration Contract with AA Asphalt. The second for approving an updated DES Contract.

#### Logan Wallace

- 7.2 Sound Transit Easements – Wallace informed the Board that he will be presenting several easements with Sound Transit at upcoming meetings.

#### Jeremy DelMar

- 7.3 Port of Seattle/Tyee Update – General Manager Jeremy DelMar informed the Board that a tentative agreement has been reached. We will set up an item at a future meeting to discuss.
- 7.4 September 24, 2024, Meeting Conflict – DelMar asked the Board if they wanted to cancel or reschedule the meeting of September 24 as it conflicted with the WASWD Conference. The Board consensus was to cancel the September 24<sup>th</sup> meeting.
- 7.5 First Amendment Audits – DelMar asked the Board if they wanted further information regarding the Audits. Discussion ensued. DelMar will send them the link for the MRSC Training webinar to the Commissioners for their reference.



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There being no further business, President Quong-Vermeire concluded the meeting at 10:02 a.m.

## BOARD OF COMMISSIONERS

Signed by:

*Kathleen Quong-Vermeire*

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**Kathleen Quong-Vermeire**, President

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*Vince Roester*

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**Vince Roester**, Secretary

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*Polly Daigle*

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**Polly Daigle**, Commissioner

Signed by:

*Todd Fultz*

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**Todd Fultz**, Commissioner

Signed by:

*Daniel Johnson*

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**Daniel Johnson**, Commissioner