



HIGHLINE WATER DISTRICT
Regular Board Meeting Minutes
October 2, 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	
	Edward Feng, GIS/Asset Management Administrator	

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:	September 18, 2024				
WARRANTS					
Fund Name	Fund No.	Scheduled Payment Date	Vouchers	Total Amount	
Maintenance	09-075-0010	10/02/2024	30507 - 30507	\$ 307.76	
Maintenance	09-075-0010	10/02/2024	30508 - 30546	\$ 107,781.03	
Construction	09-075-3030	10/02/2024	902804 - 902806	\$ 44,835.43	
ELECTRONIC FUNDS TRANSFER					
Description	Fund No.	Period Ending	EFT Transfer Date	Total Amount	
Direct Deposit – Payroll	09-075-0010	09/13/2024	09/20/2024	\$ 93,451.94	
Payroll Tax	09-075-0010	09/13/2024	09/25/2024	\$ 35,399.04	
Dept of Retirement	09-075-0010	09/13/2024	09/23/2024	\$ 21,393.45	
Deferred Compensation	09-075-0010	09/13/2024	09/20/2024	\$ 7,188.67	
HRA VEBA	09-075-0010	09/13/2024	09/20/2024	\$ 14,825.16	
Dept of Revenue – B & O Taxes	09-075-0010	09/13/2024	09/25/2024	\$ 92,477.32	
CONSENT AGENDA RESOLUTIONS					
Item #	Resolution #	Description			
N/A					

4. PUBLIC INPUT

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



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5. RESOLUTIONS/MOTIONS

Resolution 24-10-2A commending employee Sandi DeChon for twenty-five years of service.

6. LEAD AND COPPER RULE PRESENTATION

Operations Manager Phillip Hite introduced GIS and Asset Management Administrator Edward Feng to the Board. They presented the progression of the District's adherence to the Lead and Copper Rule – Lead Service Line Inventory. Discussion ensued. The Board thanked Hite and Feng for their efforts.

7. STAFF/COMMISSIONERS/ATTORNEY

Phillip Hite

- 7.1 Staffing – Hite informed the Board that the second round of interviews for the Utility Worker position is complete. An offer was extended to one of the candidates and has been accepted.

Anne Paige

- 7.2 Commissioner Meetings – Administrative Manager Anne Paige mentioned to the Board that she has the year-end number of meetings left for each Commissioner and to see her if they had any further questions.

- 7.3 Audit – Paige informed the Board that the State Auditors will be in the office to begin their audit of the 2023 financials starting October 18.

Jeremy DelMar

- 7.4 Risk and Resilience/Emergency Response Plan – General Manager Jeremy DelMar informed the Board that he received notice that the District's Risk and Resilience plan needs to be updated by the end of March. The Emergency Response Plan has an additional six months after the RRP to complete. He added that cyber security is one of the major changes to be incorporated into the documents.

- 7.5 Seattle Public Utilities/Cascade Water Alliance - Contract Negotiations – DelMar updated the Board as to the status of negotiations. He spoke with a CWA member at the WASWD conference and received clarification on some of the issues. More to come as things progress.



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

BOARD OF COMMISSIONERS

Signed by:

Kathleen Quong-Vermeire
Kathleen Quong-Vermeire, President

Vince Koester, Secretary

DocuSigned by:

Polly Daigle
Polly Daigle, Commissioner

Signed by:

Todd Fultz
Todd Fultz, Commissioner

Signed by:

Daniel Johnson
Daniel Johnson, Commissioner