



HIGHLINE WATER DISTRICT Regular Board Meeting Minutes October 16, 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	

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:		October 2, 2024		
WARRANTS				
Fund Name	Fund No.	Scheduled Payment Date	Vouchers	Total Amount
Maintenance	09-075-0010	10/09/2024	30547 - 30550	\$ 15,200.76
Maintenance	09-075-0010	10/16/2024	30551 - 30553	\$ 46,114.28
Maintenance	09-075-0010	10/16/2024	30554 - 30601	\$ 146,313.50
Construction	09-075-3030	10/16/2024	902807 - 902810	\$ 133,345.22
ELECTRONIC FUNDS TRANSFER				
Description	Fund No.	Period Ending	EFT Transfer Date	Total Amount
Direct Deposit – Payroll	09-075-0010	09/20/2024	09/27/2024	\$ 91,977.74
Payroll Tax	09-075-0010	09/20/2024	10/09/2024	\$ 35,323.13
Deferred Compensation	09-075-0010	09/20/2024	10/04/2024	\$ 7,438.67
Dept of Retirement	09-075-0010	09/20/2024	10/07/2024	\$ 21,250.43
HRA VEBA	09-075-0010	09/20/2024	10/04/2024	\$ 14,461.01
HSA Equity Account	09-075-0010	09/27/2024	10/04/2024	\$ 38.35
Dept of Revenue Unclaimed Property	09-075-0010	09/30/2024	10/09/2024	\$ 255.60
Dept of Licensing – Fuel Tax	09-075-0010	09/30/2024	10/04/2024	\$ 314.36
Dept of Labor & Industries - Tax	09-075-0010	09/30/2024	10/25/2024	\$ 8,342.59
Employment Security Dept – WA Cares	09-075-0010	09/30/2024	10/07/2024	\$ 3,805.34
Employment Security Dept – PFMLA	09-075-0010	09/30/2024	10/07/2024	\$ 4,471.77
CONSENT AGENDA RESOLUTIONS				
Item #	Resolution #	Description		
N/A				



HIGHLINE WATER DISTRICT Regular Board Meeting Minutes October 16, 2024

4. PUBLIC INPUT

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

5. RESOLUTIONS/MOTIONS

Resolution 24-10-16A authorize Amendment No. 2 to Communications Site Use and License Agreement with New Cingular Wireless, PCS at the Mansion Hill Tank Site – 21420 31st Avenue S, SeaTac, WA 98188. Motion duly made and seconded. After discussion, the motion carried unanimously.

Resolution 24-10-16A authorize DE agreement – Time-GMC Projects. Motion duly made and seconded. After discussion, the motion carried unanimously.

Motion 24-10-16(1) authorizing the General Manager or designee to execute a One Year Extension letter to allow for continued negotiations with Seattle Public Utilities (SPU) to update the Partial Requirements Contract for Supply of Water. After discussion, the motion carried unanimously.

Motion 24-10-16(2) duly made and seconded to cancel the December 24, 2024, Workshop Meeting due to the Christmas Eve Holiday. After discussion, the motion carried unanimously. Reference Item 6.8

Motion 24-10-16(3) duly made and seconded to cancel the January 1, 2025, Regular Board Meeting due to the New Year's Day Holiday and hold a Special Meeting on January 2, 2025, at 9:00 AM. After discussion, the motion carried unanimously. Reference Item 6.8

6. STAFF/COMMISSIONERS/ATTORNEY

Logan Wallace

6.1 S 240th St Between 16th Ave S and 20th Ave S: Engineering Supervisor Logan Wallace informed the Board that the City of Des Moines plans on starting a construction project in January of 2025. The ILA is in progress. He will bring it to the Board for approval at a future meeting.

6.2 Comprehensive Plan Update: Wallace informed the Board that staff completed a consultant evaluation for the Comp Plan Update and Carollo was selected as the most qualified firm to update the plan. Carollo completed the prior plan and there should be significant economies in them performing the update. It is estimated to be less than \$300,000 for the update.

6.3 Des Moines Treatment Plan Generator: Wallace updated the Board that he is working with a consultant to purchase a large generator through Sourcewell to be installed at the Des Moines Treatment Plant. After the equipment is purchased, the installation will go out for bid.



HIGHLINE WATER DISTRICT Regular Board Meeting Minutes October 16, 2024

Phillip Hite

- 6.4 Pump Station 6 Remote Telemetry Unit (RTU): Operations Manager Phillip Hite informed the Board that the RTU that was approved for purchase and ordered a year and a half ago has arrived. He will be meeting with S & B tomorrow to discuss the scope of work to create a contract for installation. Installation should be complete in November/December of this year.

Jeremy DelMar

- 6.5 Port of Seattle/Tyee Settlement Update: General Manager Jeremy DelMar informed the Board that the settlement payment was received and deposited yesterday.
- 6.6 Water Main Break on Kent Des Moines Road: DelMar updated the Board on insurance claims regarding last year's main break on KDM near the WSDOT Culvert Replacement on Barnes Creek. The District filed an initial claim against WSDOT and was denied. A second claim by the District was filed against the contractor and was also denied. The contractor has subsequently filed a claim against the District for damages. DelMar is working with the District's attorney and our insurance carrier for next steps.
- 6.7 Financial Committee Meeting – October 3, 2024: DelMar shared information with the Board about recent discussions at the City of Des Moines to implement a Utility Tax for utilities who do not pay a Franchise Payment.

Todd Fultz

- 6.8 Upcoming Meetings: Commissioner Todd Fultz stated that he will be remote for the 10/22/24 and 11/06/24 meetings.

Fultz inquired about the Board Meeting scheduled for the Christmas Eve Holiday. The Board agreed to cancel the meeting on 12/24/24. Action Taken: Reference Motion 24-10-16(2). DelMar also mentioned because of the New Year's day Holiday, the Board agreed to cancel the 01/01/25 meeting and hold a Special Meeting on 01/02/25. Action Taken: Reference Motion 24-10-16(3)

Polly Daigle

- 6.9 WASWD Workforce Committee: Commissioner Polly Daigle shared how the committee would like to see more participation in local job fairs and asked if the District wanted to participate. The committee wants participation with a commitment of at least two job fairs per year. Discussion ensued. DelMar stated he will present the information at the next General Manager's meeting.



HIGHLINE WATER DISTRICT Regular Board Meeting Minutes October 16, 2024

There being no further business, President Quong-Vermeire concluded the meeting at 10:13 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