



HIGHLINE WATER DISTRICT
Regular Board Meeting Minutes
November 6, 2024

ATTENDEES		(Strikeouts indicate absence)
COMMISSIONERS	HWD STAFF	HWD ATTORNEY(S)
Polly Daigle	Jeremy DelMar, General Manager	
Todd Fultz - Remote	Anne Paige, Finance/Admin Manager	CONSULTANTS
Daniel Johnson - Remote	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 22, 2024			
WARRANTS					
Fund Name	Fund No.	Scheduled Payment Date	Vouchers	Total Amount	
Maintenance	09-075-0010	11/06/2024	30608 - 30609	\$ 1,420.06	
Maintenance	09-075-0010	11/06/2024	30610 - 30643	\$ 152,024.30	
Construction	09-075-3030	11/06/2024	902811 - 902813	\$ 22,449.05	
ELECTRONIC FUNDS TRANSFER					
Description	Fund No.	Period Ending	EFT Transfer Date	Total Amount	
Direct Deposit – Payroll	09-075-0010	10/25/2024	11/01/2024	\$ 95,256.01	
Payroll Tax	09-075-0010	10/25/2024	11/06/2024	\$ 35,959.26	
Dept of Retirement	09-075-0010	10/25/2024	11/04/2024	\$ 21,504.47	
Deferred Compensation	09-075-0010	10/25/2024	11/01/2024	\$ 7,388.67	
HRA VEBA	09-075-0010	10/25/2024	11/01/2024	\$ 14,511.01	
HSA Equity Account	09-075-0010	10/25/2024	11/01/2024	\$ 84.57	
DSHS Division of Child Support	09-075-0010	10/25/2024	11/01/2024	\$ 469.25	
Dept of Revenue – B&O Taxes	09-075-0010	09/30/2024	10/25/2024	\$ 124,337.44	
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

None

6. PRESENTATION OF DRAFT 2025 BUDGET

General Manager Jeremy DelMar prefaced the presentation by informing the Board that the new financial software allows for smoother production of budgeting. He suggested that the new software be used for producing the 2026 Budget to simplify the process and will revisit this around July of next year for Board approval. DelMar also discussed the possibility of a rate increase based on prior discussions with the Board.

Finance/Administrative Manager Anne Paige presented the draft for the 2025 Budget. She summarized the changes and assumptions for revenue, expenses, and debt services. Operations Manager Phillip Hite briefed the Board on upcoming Capital Asset Purchases. Paige, Hite, and DelMar responded to specific inquiries by the Board. DelMar added that the cyber security upgrades have been budgeted for and that further audits are being done prior to settling on how to approach it.

7. STAFF/COMMISSIONERS/ATTORNEY

Phillip Hite

- 7.1 Main Break on Pacific Hwy S and S 216th St: Hite informed the Board that the crew responded to the main break last week and had it fixed the same day.
- 7.2 Hydraulic Model Calibration: Hite informed the Board that Engineering Manager Logan Wallace and staff are conducting high-volume flushing to support calibration of our water modeling software from Tuesday through Thursday this week.

Anne Paige

- 7.3 Staffing: Paige informed the Board that she has advertised the Accounting Specialist – Accounts Payable position.
- 7.4 Vacation: Paige mentioned to the Board that she will be on vacation starting 11/15/24 and returning on 11/25/24.

Jeremy DelMar

- 7.5 Des Moines Utility Tax Follow Up: DelMar attended the City Council Meeting on 10/24/24 for the discussion on the Water Utility Tax and KCWD54.
- 7.6 Incident Command System (ICS) 100 Training: DelMar informed the Board that Shannon Kirchberg, Director of Emergency Management and Workplace Safety with the City of Des Moines, conducted all staff training onsite yesterday. She will be returning next week to train staff on National Incident Management Systems (NIMS). He added that her efforts are greatly appreciated, and staff received the information well.



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Daniel Johnson

7.7 Upcoming Meetings: Commissioner Daniel Johnson stated that he may be on jury duty between 11/15/24 – 12/03/24 so may miss the meetings within that timeframe. He will give an update once he knows for sure.

Kathleen Quong-Vermeire

7.8 WASWD Letter: Commissioner Kathleen Quong-Vermeire mentioned the thank you letter sent from Jon Davies, Golf Committee Chair, to the Commissioners.

There being no further business, President Quong-Vermeire concluded the meeting at 9:59 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