



HIGHLINE WATER DISTRICT Regular Board Meeting Minutes November 20, 2024

ATTENDEES		(Strikeouts indicate absence)
COMMISSIONERS	HWD STAFF	HWD ATTORNEY(S)
Polly Daigle (Remote)	Jeremy DelMar, General Manager	
Todd Fultz (Remote)	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 9:01 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:	November 6, 2024				
WARRANTS					
Fund Name	Fund No.	Scheduled Payment Date	Vouchers	Total Amount	
Maintenance	09-075-0010	11/20/2024	30644 - 30647	\$ 20,551.63	
Maintenance	09-075-0010	11/20/2024	30648 - 30648	\$ 584.35	
Maintenance	09-075-0010	11/20/2024	30649 - 30649	\$ 45,768.32	
Maintenance	09-075-0010	11/20/2024	30650 - 30702	\$ 2,175,499.73	
Construction	09-075-3030	11/20/2024	902814 - 902818	\$ 665,437.61	
ELECTRONIC FUNDS TRANSFER					
Description	Fund No.	Period Ending	EFT Transfer Date	Total Amount	
Direct Deposit – Payroll	09-075-0010	11/08/2024	11/15/2024	\$ 93,088.98	
Payroll Tax	09-075-0010	11/08/2024	11/20/2024	\$ 36,210.68	
Dept of Retirement	09-075-0010	11/08/2024	11/18/2024	\$ 21,612.74	
Deferred Compensation	09-075-0010	11/08/2024	11/15/2024	\$ 7,401.01	
HRA VEBA	09-075-0010	11/08/2024	11/15/2024	\$ 13,673.29	
Health Equity – HSA	09-075-0010	11/08/2024	11/15/2024	\$ 84.57	
Division of Child Support	09-075-0010	11/08/2024	11/15/2024	\$ 469.25	
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

Motion 24-11-24(1) authorizing the General Manager to increase the lower threshold for Small and Attractive Assets from \$100 to \$1,000 and to modify any policies or procedures accordingly. The motion was duly made and seconded. After discussion, the motion carried unanimously.

6. PRESENTATION OF DRAFT 2025 CAPITAL IMPROVEMENT PROGRAM

Engineering Supervisor Logan Wallace presented a PowerPoint summarizing the proposed 2025 Capital Improvement Program. The presentation included summaries of each project, anticipated project costs, and schedules. Wallace addressed questions from the Board. The final CIP will be presented for consideration at the December 18, 2024, Board Meeting.

7. STAFF/COMMISSIONERS/ATTORNEY

Phillip Hite

- 7.1 Operations Manager Phil Hite provided a status update of District Operations impacted by the windstorm of November 19. He explained that two District pump stations are on backup power.
- 7.2 Hite reminded the Board that he will present the 2025 Goals and Objectives at the Workshop next week.

Jeremy DelMar

- 7.3 General Manager Jeremy DelMar notified the Board that a lead utility worker in the Field Operations Department has submitted their resignation. Management will post for the lead position internally and when filled, will likely require an external candidate to backfill an open position.
- 7.4 DelMar requested feedback from the Board on the amount of the rate increase for 2025. After discussion, it was the consensus from the Board that rates should be raised 1%. DelMar will reflect the rate increase in the budget and issue a notice for a Rate Modification Public Hearing to be held on December 4.
- 7.5 DelMar updated the Board on the status of the audit. He mentioned that one area being reviewed is Small and Attractive Assets (SAA). SAA are items that are defined as easily moveable, desirable and have a life expectancy of more than one year. Current policy states the value of an SAA is greater than \$100.00 and less than \$5,000.00. The lower threshold has not been updated in many years. DelMar suggested raising the lower threshold to aid in accounting and tracking of assets. Action Taken: Reference Motion 24-11-24(1).
- 7.6 DelMar reminded the Board of his scheduled vacation next week. Hite will be filling in as Interim General Manager.



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Daniel Johnson

7.5 Commissioner Dan Johnson inquired on the status of the Des Moines Utility Tax and mentioned a recent conversation he had with a WD54 Commissioner. DelMar explained WD54 and the City worked out an amendment to their Franchise Agreement in lieu of the Utility Tax ordinance. The Franchise Amendment and is scheduled for City Council consideration at the November 21 Council Meeting.

There being no further business, President Quong-Vermeire concluded the meeting at 10:15 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