



HIGHLINE WATER DISTRICT Board Workshop Meeting Minutes October 25, 2022

ATTENDEES			(Strikeouts indicate absence)
Commissioners	HWD Staff	HWD Attorney(s)	
Polly Daigle	Jeremy DelMar, General Manager		
Todd Fultz	Anne Paige, Finance/Administrative Manager	CONSULTANTS	
Daniel Johnson	Phil Hite, Operations Manager		
Vince Koester	Caryn Frye, EA/Contract Coordinator		
Kathleen Quong-Vermeire		GUESTS	

1. CALL TO ORDER

President Daigle 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 19, 2022					
WARRANTS					
Fund Name	Fund No.	Scheduled Payment Date	Vouchers		Total Amount
Maintenance	09-075-0010	10/26/2022	28148	28179	\$ 754,911.54
Construction	09-075-3030	10/19/2022	902679	902680	\$ 419,491.35
ELECTRONIC FUNDS TRANSFERS					
Description	Fund No.	Period Ending	EFT Transfer Date	Total Amount	
Payroll Tax	09-075-0010	10/14/2022	10/26/2022	\$	34,275.37
Direct Deposit – Payroll	09-075-0010	10/14/2022	10/21/2022	\$	85,989.85
Dept of Retirement	09-075-0010	10/14/2022	10/24/2022	\$	19,964.85
Deferred Compensation	09-075-0010	10/14/2022	10/21/2022	\$	5,074.50
HRA Veba	09-075-0010	10/14/2022	10/21/2022	\$	9,239.19
HSA – Health Equity	09-075-0010	10/14/2022	10/21/2022	\$	133.69
Department of Licensing	09-075-0010	10/14/2022	10/18/2022	\$	138.74
CONSENT AGENDA RESOLUTIONS					
Item #	Resolution #	Description			
None					

4. PUBLIC INPUT

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



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5. RESOLUTIONS/MOTIONS

Resolution 22-10-25A waiving competitive bidding requirements of RCW 39.04.280(1)(A) for purchases that are limited to a single source of supply and authorizing the general manager to purchase a replacement ground penetrating radar (GPR) unit.

6. Tyee Well Status Discussion

General Manager DelMar summarized the findings in the Draft RH2 report on PFAS Treatment options and costs. He will attend a conference call later in the day with the Port of Seattle to discuss next steps moving forward. The District may need to hire professional services to assist in evaluating Tyee treatment and potential options moving forward. DelMar will discuss further at a future Board meeting.

7. Inventory Purchases Contract

Operations Manager Hite informed the Board that he is developing an Inventory Purchases Bid Contract. Current supply orders are taking as long as 30 weeks. The contract will allow the District to increase inventory for anticipated needs throughout the next year to prevent supply shortages. He is also working on storage solutions for the inventory when it comes in.

8. Other

Jeremy DelMar

8.1 City of Kent – The City notified the District that they will overlay 33rd Ave S and S 259th St in 2023 and informed the District we must address any utility upgrades before their work. The District has AC water mains in the area and does not have adequate time to design, bid and complete the request prior to their work. The District may need to declare an emergency to complete the work with the District's crew in order to meet the requirements of the City. DelMar will bring a resolution to the Board at a future meeting.

8.2 City of Des Moines Storm Drain – The City notified the District of their storm drain project that may require the District to move the watermain on Des Moines Memorial Drive near S 208th St. More to come as details emerge.

Anne Paige

8.3 Auditor Risk Assessment – Paige requested a volunteer from the Board to participate in a conference call with the State Auditor for the District's risk assessment. Commissioner Daigle volunteered.



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There being no further business of the District, President Daigle concluded the meeting at 10:00 a.m.

BOARD OF COMMISSIONERS

<p>DocuSigned by: <i>Polly Daigle</i> <small>78D088DD74804ED...</small> Polly Daigle, President</p>	<p>X</p> <hr/> <p>Yea</p>	<hr/> <p>Nay</p>	<hr/> <p>Abstain</p>
<p>DocuSigned by: <i>Daniel Johnson</i> <small>6E7D4CD7088F4C7...</small> Daniel Johnson, Secretary</p>	<p>X</p> <hr/> <p>Yea</p>	<hr/> <p>Nay</p>	<hr/> <p>Abstain</p>
<p>DocuSigned by: <i>Todd Fultz</i> <small>8728D379F2E446D...</small> Todd Fultz, Commissioner</p>	<p>X</p> <hr/> <p>Yea</p>	<hr/> <p>Nay</p>	<hr/> <p>Abstain</p>
<p>DocuSigned by: <i>Vince Koester</i> <small>382D4CB9A38F421...</small> Vince Koester, Commissioner</p>	<p>X</p> <hr/> <p>Yea</p>	<hr/> <p>Nay</p>	<hr/> <p>Abstain</p>
<p>DocuSigned by: <i>Kathleen Quong-Vermeire</i> <small>48FCA32C4558410...</small> Kathleen Quong-Vermeire, Commissioner</p>	<p>X</p> <hr/> <p>Yea</p>	<hr/> <p>Nay</p>	<hr/> <p>Abstain</p>