



**HIGHLINE WATER DISTRICT**  
**Regular Board Meeting Minutes**  
**August 16, 2023**

<b>ATTENDEES</b>		(Strikeouts indicate absence)
<b>COMMISSIONERS</b>	<b>HWD STAFF</b>	<b>HWD ATTORNEY(S)</b>
Polly Daigle	Jeremy DelMar, General Manager	
<del>Todd Fultz</del>	Anne Paige, Finance/Administrative Manager	<b>CONSULTANTS</b>
Daniel Johnson	Phil Hite, Operations Manager	
Vince Koester	Carryn Frye, EA/Contract Coordinator	<b>GUESTS</b>
Kathleen Quong-Vermeire		

**1. CALL TO ORDER**

President Johnson called the meeting to order at 9:00 a.m.

**2. APPROVE AMENDED AGENDA**

Motion duly made and seconded to approve the amended 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.

<b>Minutes:</b>	August 2, 2023				
<b>WARRANTS</b>					
<b>Fund Name</b>	<b>Fund No.</b>	<b>Scheduled Payment Date</b>	<b>Vouchers</b>		<b>Total Amount</b>
Maintenance	09-075-0010	08/09/2023	29119 - 29122		\$ 9,848.78
Maintenance	09-075-0010	08/16/2023	29123 - 29176		\$ 1,227,883.81
Construction	09-075-3030	08/16/2023	902732 - 902738		\$ 64,677.17
<b>ELECTRONIC FUNDS TRANSFER</b>					
<b>Description</b>	<b>Fund No.</b>	<b>Period Ending</b>	<b>EFT Transfer Date</b>		<b>Total Amount</b>
Payroll Tax	09-075-0010	08/04/2023	08/16/2023		\$ 35,425.92
Direct Deposit – Payroll	09-075-0010	08/04/2023	08/11/2023		\$ 90,394.38
Dept of Retirement	09-075-0010	08/04/2023	08/14/2023		\$ 19,916.74
Deferred Compensation	09-075-0010	08/04/2023	08/11/2023		\$ 5,758.71
HRA - Veba	09-075-0010	08/04/2023	08/11/2023		\$ 12,557.99
Health Equity - HSA	09-075-0010	08/04/2023	08/11/2023		\$ 162.23
<b>CONSENT AGENDA RESOLUTIONS</b>					
<b>Item #</b>	<b>Resolution #</b>	<b>Description</b>			
None					

**4. PUBLIC INPUT**

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



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### 5. RESOLUTIONS/MOTIONS

None

### 6. STAFF/COMMISSIONERS/ATTORNEY

#### Phil Hite

- 6.1 CIP 21-3 MH 2.5 MG Reservoir Recoat & Retrofit: Operations Manager Hite informed the Board that the bid opening occurred on 08/15/23 and there were three bidders. Background checks are in process. He hopes to have the final award presented to the Board by the next meeting.
- 6.2 Evergreen Coating Contract: Hite informed the Board that Evergreen Coating Engineers, LLC is requesting to be the engineering firm to oversee construction administration of CIP 21-3. The contract will be approximately \$200,000. He plans to bring a resolution to the Workshop for the Board to approve.
- 6.3 Upcoming Contracts: Hite informed the Board that he will be presenting them with two contracts for approval. Both the Small Site Asphalt/Concrete Restoration and the Spoils Removal contracts are nearing completion. Both contracts will be going out to solicit bids and presented to the Board for consideration at a future meeting.

#### Anne Paige

- 6.4 WASWD Conference: Finance/Administrative Manager Paige asked the Board who was interested in going to the conference. Commissioners Quong-Vermeire, Johnson and Daigle confirmed their interest in attending.

#### Jeremy DelMar

- 6.5 Telework Policy: General Manager DelMar informed the Board that management is considering creating a telework policy allowing eligible staff to work from home remotely on occasion on a case-by-case basis. Many other Districts are pursuing the option. He urged the Board to share any feedback they have on the matter. Discussion ensued with no action taken. He will present a draft at a future meeting.
- 6.6 King County Water District 54 (KCWD54): DelMar updated the Board regarding KCWD54, mentioning that they began flushing early this week and he is still awaiting to hear what their intentions are. DelMar reminded the Board that SPU notified the District that they would like a status update by October 20, 2023. DelMar will continue to stand-by until he is notified by KCWD54 of their intentions.

DelMar also spoke with JC Harris, City of Des Moines Council Member, who inquired about District water sources and history.



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## Kathleen Quong-Vermeire

6.7 Touch-A-Truck Event: Commissioner Quong-Vermeire attended the event and wanted to thank the District staff who participated for a job well done.

Hite added that four field employees had volunteered and that the District provided their Dump truck, Service Truck and Excavator for the event. The District received a letter from the City of Des Moines expressing their gratitude. Hite is also very pleased with the staff and District's involvement.

## 7. EXECUTIVE SESSION – PERSONNEL

7.1 An executive session was convened pursuant to RCW 42.30.110(1)(g) to evaluate the performance of public employee. Before convening the executive session at 9:35 a.m., President Johnson advised the executive session would be 5 minutes. The Commissioners, and managers, DelMar, Paige and Hite, then attended the executive session. At 9:40 a.m. the executive session was extended five (5) minutes. At 9:45 a.m. the executive session was extended two (2) additional minutes. At 9:47 am, the executive session was concluded, and the open session reconvened with no action taken.

There being no further business, President Johnson concluded the meeting at 9:47 a.m.

### BOARD OF COMMISSIONERS

DocuSigned by:

*Daniel Johnson*

**Daniel Johnson**, President

DocuSigned by:

*Kathleen Quong-Vermeire*

**Kathleen Quong-Vermeire**, Secretary

DocuSigned by:

*Polly Daigle*

**Polly Daigle**, Commissioner

DocuSigned by:

*Todd Fultz*

**Todd Fultz**, Commissioner

DocuSigned by:

*Vince Koester*

**Vince Koester**, Commissioner