



HIGHLINE WATER DISTRICT
Regular Board Meeting Minutes
September 18, 2023

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	GUESTS	
Kathleen Quong-Vermeire			

1. CALL TO ORDER

President Johnson 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:		September 9, 2023		
WARRANTS				
Fund Name	Fund No.	Scheduled Payment Date	Vouchers	Total Amount
Maintenance	09-075-0010	09/13/2023	29237 - 29240	\$ 29,767.71
Maintenance	09-075-0010	09/20/2023	29241 - 29282	\$ 239,185.34
Construction	09-075-3030	09/20/2023	902742 - 902743	\$ 89,611.11
ELECTRONIC FUNDS TRANSFER				
Description	Fund No.	Period Ending	EFT Transfer Date	Total Amount
Payroll Tax	09-075-0010	09/01/2023	09/13/2023	\$ 33,282.51
Direct Deposit – Payroll	09-075-0010	09/01/2023	09/08/2023	\$ 87,502.59
Dept of Retirement	09-075-0010	09/01/2023	09/11/2023	\$ 19,674.86
Deferred Compensation	09-075-0010	09/01/2023	09/08/2023	\$ 5,808.71
HRA - Veba	09-075-0010	09/01/2023	09/08/2023	\$ 12,507.99
Health Equity - HSA	09-075-0010	09/01/2023	09/08/2023	\$ 162.23
Dept of Revenue – B & O Tax	09-075-0010	08/31/2023	09/25/2023	\$ 87,549.15
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 23-9-18A authorizing the surplus or disposal of inventory and office equipment. Motion duly made and seconded. After discussion, the motion carried unanimously.

Resolution 23-9-18B accept as complete construction contract #22-50-04 with T Bailey Inc. for Project SW 22-1. Motion duly made and seconded. After discussion, the motion carried unanimously.

6. STAFF/COMMISSIONERS/ATTORNEY

Phil Hite

6.1 Headquarters Security Update: Operations manager Hite informed the Board that District staff has been preemptively clearing trees and vegetation away from the fence line. Hite has reached out to the manufacturer and installer and is continuing to gather information to move forward with the installation of a new fence.

6.2 Holy Roller: Hite informed the Board that employee Nick Hoesel entered his fire hose roller, "Holy Roller", into the AWWA "Gimmicks & Gadgets" contest and won. He was featured in the September 2023 edition of Opflow magazine. Management plans to commend him for his efforts.

6.3 Asphalt and Concrete Restoration: Hite informed the Board that he is working on an RFP for the upcoming year's asphalt and concrete contract. It will be going out for bid today and awarded in early October.

6.4 Landscape Change Order: Hite informed the Board that he will be presenting a change order at the next meeting to extend the landscape maintenance for District sites another year.

Jeremy DelMar

6.5 Flu Shots: General Manager DelMar informed the Board that flu shots will be offered on October 4 at 8:00am, prior to the meeting. He advised them to let him know if they are interested so he can be sure to sign them up.

6.6 WASWD Conference - PFAS: DelMar informed the Board of a settlement in progress with 3M and Dupont regarding PFAS. Districts will need to opt out, otherwise will automatically be considered in the settlement. DelMar is working with Highline's attorney for a recommendation as to how to proceed. He advised the Board that there may be discussion about this at the upcoming conference later this week.

6.7 Seattle Public Utilities (SPU) Water Conservation: DelMar informed the Board that SPU is planning to initiate their water shortage contingency plan on September 21, due to lower water supply caused by the dry summer and the sudden reduction in snowpack in May. The plan will be in the voluntary stage. Highline will follow the District's contingency plan when the program rolls out.



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- 6.8 Collective Bargaining Agreement Status: Commissioner Fultz's questioned the status of the agreement negotiations. DelMar stated he reached out to the Union on September 8 to set dates and have yet to receive a response.

There being no further business, President Johnson concluded the meeting at 9:32 a.m.

BOARD OF COMMISSIONERS

DocuSigned by:

Daniel Johnson

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Daniel Johnson, President

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Kathleen Quong-Vermeire

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Kathleen Quong-Vermeire, Secretary

DocuSigned by:

Polly Daigle

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Polly Daigle, Commissioner

DocuSigned by:

Todd Fultz

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Todd Fultz, Commissioner

DocuSigned by:

Vince Koester

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Vince Koester, Commissioner