



**HIGHLINE WATER DISTRICT**  
**Board Workshop Meeting Minutes**  
**September 26, 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                  |                               |
| Todd Fultz              | Anne Paige, Finance/Admin Manager               | <b>CONSULTANTS</b>            |
| Daniel Johnson          | Phil Hite, Operations Manager                   |                               |
| Vince Koester           | <del>Carryn Frye, EA/Contract Coordinator</del> | <b>GUESTS</b>                 |
| 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.

| <b>Minutes:</b> September 18, 2023 |              |                                     |                   |              |
|------------------------------------|--------------|-------------------------------------|-------------------|--------------|
| <b>WARRANTS</b>                    |              |                                     |                   |              |
| Fund Name                          | Fund No.     | Scheduled Payment Date              | Vouchers          | Total Amount |
| Maintenance                        | 09-075-0010  | 09/27/2023                          | 29283 - 29298     | \$ 22,662.73 |
| Construction                       | 09-075-3030  | 09/27/2023                          | 902744 - 902744   | \$ 685.00    |
| <b>ELECTRONIC FUNDS TRANSFER</b>   |              |                                     |                   |              |
| Description                        | Fund No.     | Period Ending                       | EFT Transfer Date | AMOUNT       |
| Payroll Tax                        | 09-075-0010  | 09/15/2023                          | 09/27/2023        | \$ 33,847.96 |
| Direct Deposit – Payroll           | 09-075-0010  | 09/15/2023                          | 09/22/2023        | \$ 89,050.90 |
| Dept of Retirement                 | 09-075-0010  | 09/15/2023                          | 09/25/2023        | \$ 20,450.94 |
| Deferred Compensation              | 09-075-0010  | 09/15/2023                          | 09/22/2023        | \$ 5,808.71  |
| HRA - VEBA                         | 09-075-0010  | 09/15/2023                          | 09/22/2023        | \$ 12,557.99 |
| Health Equity - HSA                | 09-075-0010  | 09/15/2023                          | 09/22/2023        | \$ 162.23    |
| <b>CONSENT AGENDA RESOLUTIONS</b>  |              |                                     |                   |              |
| Item #                             | Resolution # | Description                         |                   |              |
| 3.1                                | 23-9-26B     | Accept as Complete – Alexan Gateway |                   |              |

**4. PUBLIC INPUT**

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



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**5. RESOLUTIONS/MOTIONS**

Resolution 23-9-26A authorizing Change Order No. 1 to HWD MP2023-03/Contract #23-50-03 with Bright Horizon Lawn Care for 2023 Landscape Maintenance at Highline Satellite Sites. Motion duly made and seconded. After discussion, the motion carried unanimously.

**6. OTHER**

**Phil Hite**

- 6.1 Sole Source Waiver Onsite Hypochlorite Generation Unit – Operations Manager Hite informed the Board of his intentions to present at the next Board Meeting a Sole Source waiver for the DMTP Onsite Hypochlorite Generation Unit. The existing unit will be relocated and used at the McMicken Treatment Plant and the DMTP unit will be replaced. We will use excess parts on other facilities.
- 6.2 Water Main Break on Kent Des Moines Road – Hite updated the Board on a recent main break on KDM near the WSDOT Culvert Replacement on Barnes Creek. The main broke in three places by damage to a hydrant and water hammer. Crews worked until 7:00 am the following morning fixing the break. General Manager DelMar expressed his appreciation for staff and the crews hard work addressing the customer phone calls and making the repair. On behalf of the Board, President Johnson thanked staff for their efforts in taking care of our customers.
- 6.3 Crew Update – Hite explained recent projects by the crew. Staff repaired a break on 32<sup>nd</sup> Ave S and S 182<sup>nd</sup> St and has been relocating an existing water main on Kent-Des Moines Road and 16<sup>th</sup> Ave S to accommodate a sewer manhole.

**Jeremy DelMar**

- 6.4 KCWD 54 Update – General Manager DelMar informed the Board of an email he received from KCWD 54 expressing their intent to purchase HWD water until the end of the year. They are working with DOH on a plan to go back to using their own well and chlorinating the system themselves.

**Todd Fultz**

- 6.5 PFAS Webinar: Commissioner Fultz inquired about the recent WASWD PFAS Webinar. Discussion ensued about the proposed 3M and Dupont settlements, testing requirements and point source impacts. Staff will need legal assistance in making a recommendation whether to participate in the settlement. Staff will discuss it at a future Board meeting. No action taken.



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There being no further business of the District, President Johnson concluded the meeting at 9:37 a.m.

**BOARD OF COMMISSIONERS**

DocuSigned by:

*Daniel Johnson*

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**Daniel Johnson, President**

**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**