



**HIGHLINE WATER DISTRICT
Board Workshop Meeting Minutes
March 26, 2024**

ATTENDEES		(Strikeouts indicate absence)
Commissioners	HWD Staff	HWD Attorney(s)
Polly Daigle	Jeremy DelMar, General Manager	Eric Frimodt
Todd Fultz	Anne Paige, Finance/Admin Manager	CONSULTANTS
Daniel Johnson	Phil Hite, Operations Manager (9:02am)	
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 9:00 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:	March 20, 2024				
WARRANTS					
Fund Name	Fund No.	Scheduled Payment Date	Vouchers		Total Amount
Maintenance	09-075-0010	03/27/2024	29891	- 29891	\$ 584.35
Maintenance	09-075-0010	03/27/2024	29892	- 29918	\$ 437,986.78
Construction	09-075-3030	03/27/2024	902771	- 902772	\$ 918.00
ELECTRONIC FUNDS TRANSFER					
Description	Fund No.	Period Ending	EFT Transfer Date	AMOUNT	
Direct Deposit – Payroll	09-075-0010	03/15/2024	03/22/2024	\$ 104,029.50	
Payroll Tax	09-075-0010	03/15/2024	03/27/2024	\$ 47,856.51	
Dept of Retirement	09-075-0010	03/15/2024	03/25/2024	\$ 23,003.88	
Deferred Compensation	09-075-0010	03/15/2024	03/22/2024	\$ 6,534.17	
HRA Veba	09-075-0010	03/15/2024	03/22/2024	\$ 15,344.02	
HSA Equity Account	09-075-0010	03/15/2024	03/22/2024	\$ 138.41	
Dept of Revenue – B & O Taxes	09-075-0010	02/29/2024	03/25/2024	\$ 53,513.39	
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 24-3-26A awarding Construction Contract #24-70-08 to T Bailey, Inc. for Project 21-3 Mansion Hill 2.5 MG Reservoir Improvements – Rebid. After discussion, the motion carried unanimously.

Motion 24-3-26(1) authorizing the General Manager to execute a Disclosure of Potential Conflict of Interest Waiver with Inslee Best. After discussion, the motion carried unanimously. Reference Item 6.

6. INSLEE BEST CONFLICT OF INTEREST WAIVER

General Manager DelMar informed the Board of a request by Inslee Best for the District to execute a Conflict of Interest Waiver to allow the District's General Counsel, Eric Frimodt, to continue representing both Highline Water District and the Purveyor Group simultaneously regarding the Seattle/Seattle Public Utilities (SPU) contract negotiations. Discussion ensued and Frimodt answered questions from the Board. Action Taken: Reference Motion 24-3-26(1).

7. OTHER

Jeremy DelMar

7.1 Out of the Office – General Manager Jeremy DelMar informed the Board that he will be on vacation next week and to contact Phillip Hite or Anne Paige if they need anything in his absence. He may attend the meeting remotely, if available.

Phillip Hite

7.2 Ductile Pipe Purchase – Operations Manager Phillip Hite informed the Board that he will be procuring approximately 1,400 linear feet of ductile iron pipe through the Washington State Cooperative Purchasing Contract "State Bid" for upcoming construction work. He estimates the cost to be approximately \$60,000.00. He will bring a resolution at a future Board meeting for the Board's consideration.

Logan Wallace

7.3 North Hill Easement – Engineering Manager Logan Wallace informed the Board that the residents on 1st Place S, between S 208th St – S 210th St in Des Moines have requested a ROW be vacated by the City. He is working on obtaining a District easement from the property owners.

8. EXECUTIVE SESSION

An executive session was convened pursuant to RCW 42.30.110(i) potential litigation to discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation. Before convening the executive session at 9:20 a.m., President Quong-Vermeire advised the executive session would be 15 minutes. The Commissioners, General Manager, Operations Manager, and attorney, Eric Frimodt, attended the executive session. At 9:35 a.m., the executive session was extended 5 minutes. At 9:40 a.m., the executive session concluded, and the open meeting was reconvened.



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There being no further business of the District, President Quong-Vermeire concluded the meeting at 9:40 a.m.

BOARD OF COMMISSIONERS

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Kathleen Quong-Vermeire

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Kathleen Quong-Vermeire, President

DocuSigned by:

Vince Koester

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Vince Koester, 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:

Daniel Johnson

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Daniel Johnson, Commissioner