



HIGHLINE WATER DISTRICT
Regular Board Meeting Minutes
May 1, 2024

ATTENDEES		(Strikeouts indicate absence)
COMMISSIONERS	HWD STAFF	HWD ATTORNEY(S)
Polly Daigle	Jeremy DelMar, General Manager	
Todd Fultz	Anne Paige, Finance/Admin Manager	CONSULTANTS
Daniel Johnson	Phillip Hite, Operations Manager	
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: April 23, 2024				
WARRANTS				
Fund Name	Fund No.	Scheduled Payment Date	Vouchers	Total Amount
Maintenance	09-075-0010	05/01/2024	30016 - 30038	\$ 125,201.82
ELECTRONIC FUNDS TRANSFER				
Description	Fund No.	Period Ending	EFT Transfer Date	Total Amount
Department of Revenue	09-075-0010	03/31/2024	04/25/2024	\$ 91,927.08
CONSENT AGENDA RESOLUTIONS				
Item #	Resolution #	Description		
None				

4. PUBLIC INPUT

None

5. RESOLUTIONS/MOTIONS

Resolution 24-5-1A authorizing twelve-month time extension for completion of the SeaTac Hotel & Apartments Developer Extension Project 17300/17224 International Blvd SeaTac, WA 98188. After discussion, the motion carried unanimously.

Resolution 24-5-1B authorizing an Interlocal Agreement between the City of Des Moines and Highline Water District relating to Project 24-2 Des Moines Memorial Dr and S 208th St Water Main Relocation. After discussion, the motion carried unanimously.



HIGHLINE WATER DISTRICT Regular Board Meeting Minutes May 1, 2024

6. 2024 1ST QUARTER FINANCIAL STATEMENTS

Finance/Administrative Manager Anne Paige presented the Budget VS Actual Comparison to the Board. She reviewed and discussed the District's Revenue, Applications of Funds, Expenses and Changes in Net Position. Discussion ensued. No action taken.

7. STAFF/COMMISSIONERS/ATTORNEY

Logan Wallace

- 7.1 New City of Des Moines Project – Engineering Supervisor Logan Wallace informed the Board that he was recently notified of a project by the City to improve S 240th St, between 16th Ave S and 20th Ave S. He met with the City to discuss the details of the project and the District will likely need to relocate the existing AC water main. He will present more to the Board at a future meeting.

Phillip Hite

- 7.2 21-3 MH 2.5 MG Reservoir Improvements Update - Operations Manager Phillip Hite informed the Board that the preconstruction meeting will take place this afternoon and the Notice to Proceed will be sent tomorrow.
- 7.3 Des Moines Treatment Plant Repair Update – Hite informed the Board that a service saddle failed and flooded a sump area in the treatment plant where four (4) recycle pumps are located. The existing sump pump was unable to keep up with the water. The flooding damaged the pump motors rendering the treatment plant and two of the District's wells unusable. General Manager DelMar declared an emergency and directed staff to replace the motors as soon as possible to have the plant back up and operational as we are entering spring with increased water demands. The District retained Cascade Machinery to replace the motors who had them in stock. Cascade completed the work yesterday. The facilities are now operational. The estimated cost for the motor replacements is approximately \$20,000. Hite will investigate filing an insurance claim.
- 7.4 Staffing – Hite informed the Board that he hired two (2) people for the Seasonal Maintenance positions, and they start on Monday.

Anne Paige

- 7.5 2022 Audit Conference Follow Up – Administrative Manager Anne Paige followed up with the Board of the Exit Conference with the State Auditor's Office. The 2022 Audit was a clean audit. She thanked her staff and Sandi DeChon for all their hard work. Commissioner Kathleen Quong-Vermeire also extended thanks to Paige, DeChon, and other staff, on behalf of all the Commissioners.

Jeremy DelMar

- 7.6 Port of Seattle Tyee Negotiation Update – General Manager DelMar informed the Board that he and the District's Attorney Eric Frimodt met with representatives of the Port. Staff will discuss this with the Board at an upcoming meeting.



HIGHLINE WATER DISTRICT Regular Board Meeting Minutes May 1, 2024

- 7.7 City of Burien Utility Tax – DelMar mentioned to the Board that the City Council has passed a First Reading Ordinance on an increase in the Utility Tax rate from 8% to 10%. It is scheduled for Consent Agenda at their next Council Meeting. If passed, the new rate will be implemented in January 2025.
- 7.8 2024 AWWA PNWS Conference – DelMar informed the Board that he will be attending the conference starting today through Friday and if unable to connect with him to direct any questions to Anne Paige or Phil Hite in his absence.

There being no further business, President Quong-Vermeire concluded the meeting at 9:37 a.m.

BOARD OF COMMISSIONERS

DocuSigned by:

Kathleen Quong-Vermeire

Kathleen Quong-Vermeire, President

DocuSigned by:

Vince Koester

Vince Koester, Secretary

DocuSigned by:

Polly Daigle

Polly Daigle, Commissioner

DocuSigned by:

Todd Fultz

Todd Fultz, Commissioner

DocuSigned by:

Daniel Johnson

Daniel Johnson, Commissioner