



**HIGHLINE WATER DISTRICT
Board Workshop Meeting Minutes
May 28, 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	Phil 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:	May 15, 2024				
WARRANTS					
Fund Name	Fund No.	Scheduled Payment Date	Vouchers		Total Amount
Maintenance	09-075-0010	05/17/2024	302778	- 302778	\$ 1,719.88
Maintenance	09-075-0010	05/22/2024	30081	- 30083	\$ 50,323.99
Maintenance	09-075-0010	05/22/2024	30084	- 30110	\$ 80,519.12
Maintenance	09-075-0010	05/29/2024	30111	- 301377	\$ 128,549.12
Construction	09-075-3030	05/29/2024	902778	- 209781	\$ 442,102.33
ELECTRONIC FUNDS TRANSFER					
Description	Fund No.	Period Ending	EFT Transfer Date	AMOUNT	
Direct Deposit – Payroll	09-075-0010	05/10/2024	05/17/2024	\$ 98,730.70	
Payroll Tax	09-075-0010	05/10/2024	05/22/2024	\$ 38,232.97	
Dept of Retirement	09-075-0010	05/10/2024	05/20/2024	\$ 22,222.93	
Deferred Compensation	09-075-0010	05/10/2024	05/17/2024	\$ 6,984.17	
HRA Veba	09-075-0010	05/10/2024	05/17/2024	\$ 15,344.02	
HSA Equity Account	09-075-0010	05/10/2024	05/17/2024	\$ 138.41	
Dept. of Revenue – B & O Taxes	09-075-0010	04/30/2024	05/28/2024	\$ 54,274.14	
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

None

6. DRAFT ACCESSORY DWELLING UNIT POLICY (ADU)

General Manager Jeremy DelMar gave an overview of the new accessory dwelling unit law affecting cities that was passed in the 2023 Legislature. He discussed how the law will impact water agencies and some of the methodologies adopted by other purveyors. DelMar presented a draft policy for the use of common meters to the Board for review and discussion. He will prepare a resolution for Board consideration in June.

7. OTHER

Logan Wallace

- 7.1 S 240th St Between 16th Ave S and 20th Ave S – Engineering Supervisor Logan Wallace informed the Board that he is working with the City of Des Moines and is in negotiations with a consultant regarding the work needing to be done. He will have more for them at an upcoming meeting.
- 7.2 Hydraulic Model – Wallace informed the Board that he has been working on migrating the District's existing hydraulic model software to a new software platform. He requests assistance from a consultant to update the model update and to calibrate it in the field. He hopes to have a fee proposal for Board consideration at an upcoming meeting.

Phillip Hite

- 7.3 Headquarters Fence Installation Project Update – Operations Manager Phillip Hite informed the Board that All City Fence Co. has completed the fence installation. He will bring a resolution to the next meeting to accept the contract as complete.
- 7.4 Federal Emergency Management Agency (FEMA) Application – Hite informed the Board that an emergency was declared for Washington Severe Winter Storms, Straight-line Winds, Flooding, Landslides, and Mudslides. The incident took place between January 5, 2024 - January 29, 2024, during which several customer water service lines froze causing 210 hours of overtime. Hite applied for reimbursement and hopes to be hearing back soon.
- 7.5 Cyber Security Update – Hite informed the Board that he continues to work on the District's cyber security. He has been attending training and keeping up to date on the latest trends. Hite mentioned that last year's security audit was good.
- 7.6 Source Water Protection Local Assistance Grant Program – The Source Water protection grant program provides financial assistance to water systems and local governments for water source protection. The funds are available to support drinking water protection projects that reduce the risk of contamination within a source water protection area. Hite informed the Board that he has created a scope, cost and application to apply for a grant to locate where wellhead contamination sources can potentially be for all the District's wells.



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Anne Paige

- 7.7 2023 District Financial Reports – Finance/Administrative Manager Anne Paige informed the Board that the 2023 Financial Reports were submitted to the State Auditor’s Office last week.
- 7.8 Point and Pay Upgrade – Paige informed the Board that the new Point and Pay software portal for customer payments is in testing. They hope to go live for customers on June 4, 2024.

There being no further business of the District, President Quong-Vermeire concluded the meeting at 9:39 a.m.

BOARD OF COMMISSIONERS

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Kathleen Quong-Vermeire

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Kathleen Quong-Vermeire, President

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Vince Koester

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Vince Koester, Secretary

DocuSigned by:

Polly Daigle

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Polly Daigle, Commissioner

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Todd Fultz

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Todd Fultz, Commissioner

DocuSigned by:

Daniel Johnson

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Daniel Johnson, Commissioner