



**HIGHLINE WATER DISTRICT
Regular Board Meeting Minutes
June 5, 2024**

ATTENDEES		(Strikeouts indicate absence)
COMMISSIONERS	HWD STAFF	HWD ATTORNEY(S)
Polly Daigle	Jeremy DeMar, General Manager	
Todd Fultz (remote)	Anne Paige, Finance/Admin Manager	CONSULTANTS
Daniel Johnson	Phillip Hite, Operations Manager	
Vince Koester	Logan Wallace, Engineering Supervisor (9:02 am)	GUESTS
Kathleen Quong-Vermeire	Carryn Frye, EA/Contract Coordinator	Scot Sanborn

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	06/05/2024	30138 - 30139		\$ 1,547.63
Maintenance	09-075-0010	06/05/2024	30140 - 30153		\$ 46,811.64
ELECTRONIC FUNDS TRANSFER					
Description	Fund No.	Period Ending	EFT Transfer Date	Total Amount	
Direct Deposit – Payroll	09-075-0010	05/24/2024	05/31/2024	\$ 105,476.43	
Payroll Tax	09-075-0010	05/24/2024	06/05/2024	\$ 38,719.76	
Dept of Retirement	09-075-0010	05/24/2024	06/03/2024	\$ 21,775.07	
Deferred Compensation	09-075-0010	05/24/2024	05/31/2024	\$ 396.67	
CONSENT AGENDA RESOLUTIONS					
Item #	Resolution #	Description			
None					

4. PUBLIC INPUT

Scot Sanborn attended the meeting to inform the District of his request to vacate a property on S 208th St. to create three building lots. He started a lawsuit with the Des Moines for quiet title and because the District has two water mains in the area, he wanted to be transparent of his intentions. He hopes that the District will consider a reasonably smaller easement than in the past, in the hopes of keeping the proposed lot sizes larger. The Board requested more detailed information. Mr. Sanborn plans to give a detailed presentation to the Board as things progress.



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5. RESOLUTIONS/MOTIONS

Resolution 24-6-5A accepting as complete Maintenance Contract 23-50-15 with All City Fence Co. for fence installation at Highline Water District Headquarters. Motion duly made and seconded. After discussion, the motion carried unanimously.

Motion 24-6-5(1) duly made and seconded to cancel the June 19, 2024, Regular Board Meeting due to the Juneteenth Holiday and hold a Special Meeting on June 18, 2024, at 9:00 AM. After discussion the motion carried unanimously. Reference Item 7.1

6. 2023 YEAR-END FINANCIAL STATEMENTS

Finance/Administrative Manager Anne Paige presented the 2023 Financial Statements to the Board and answered their questions.

7. STAFF/COMMISSIONERS/ATTORNEY

Anne Paige

7.1 June 19th Board Meeting – Paige informed the Board that the next Regular Board Meeting falls on the Juneteenth Holiday, June 19, 2024. She asked the Board if they wanted to cancel or reschedule the meeting. The Board agreed to reschedule the meeting for Tuesday, June 18, 2024, at 9:00 AM. Action Taken: Reference Motion 24-6-5(1).

Phillip Hite

7.2 Cyber Security – Operations Manager Phillip Hite informed the Board that he attended a meeting with the Environmental Protection Agency (EPA). The EPA has established a tool for water and wastewater to perform internal assessment on their cyber security. Hite plans to do an assessment on the District's cyber security and will create a policy to present to the Board at a future date.

Vince Koester

7.3 Traffic Light at S 240th St and Pacific Highway S – Commissioner Vince Koester informed the Board that the southbound left turn lane light was on a 12 second timer causing very few vehicles to move through the traffic light. He has reached out to the City of Kent to fix it.



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There being no further business, President Quong-Vermeire concluded the meeting at 9:45 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

DocuSigned by:

Todd Fultz

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Todd Fultz, Commissioner

DocuSigned by:

Daniel Johnson

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Daniel Johnson, Commissioner