



HIGHLINE WATER DISTRICT
Board Workshop Meeting Minutes
March 28, 2023

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 Johnson called the meeting to order at 9:02 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 15, 2023			
WARRANTS					
Fund Name	Fund No.	Scheduled Payment Date	Vouchers		Total Amount
Maintenance	09-075-0010	03/29/2023	28663 - 28704		\$ 64,685.82
Construction	09-075-0030	03/29/2023	902709 - 902711		\$ 23,856.89
ELECTRONIC FUNDS TRANSFERS					
Description	Fund No.	Period Ending	EFT Transfer Date	Total Amount	
Payroll Tax	09-075-0010	03/17/2023	03/29/2023	\$ 38,032.52	
Direct Deposit – Payroll	09-075-0010	03/17/2023	03/10/2023	\$ 90,077.31	
Dept of Retirement	09-075-0010	03/17/2023	03/24/2023	\$ 20,481.54	
Deferred Compensation	09-075-0010	03/17/2023	03/24/2023	\$ 5,620.00	
HRA - Veba	09-075-0010	03/17/2023	03/24/2023	\$ 12,457.99	
Health Equity - HSA	09-075-0010	03/17/2023	03/24/2023	\$ 162.23	
Dept of Revenue – B&O Tax	09-075-0010	03/16/2022	03/27/2023	\$ 51,809.48	
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 23-3-28A authorizing Change Order No. 1 to HWD MP2022-06/Contract #22-50-13 with Asphalt Patch Systems, Inc. for asphalt and concrete restoration services. Motion duly made and seconded. After discussion, the motion carried unanimously.

Resolution 23-3-28B accepting as complete – Contract #22-50-18 with KLB Construction, Inc. for Project SW22-3 S 272nd St Emergency Water Main Replacement. Motion duly made and seconded. After discussion, the motion carried unanimously.

6. PRESENTATION ON SR509 PROJECT STATUS

Engineering Supervisor Logan Wallace presented a PowerPoint to update the Board on the status of the SR509 Project Phases 1B and Phase 2. Most of the major conflicts have been identified for both phases. Wallace took questions from the Board. No action taken. The Commissioners thanked Wallace for the update.

**7. Other
Phil Hite**

7.1 Intruders/Theft on District Property - Operations Manager Hite informed the Board that there have been a number of intruder incidents at the District's Headquarters. Last Friday and this Monday, a fence was found cut. Vehicles were damaged and tools stolen. The thieves continue to cut the fence despite the repairs that were made. Video footage was obtained and police reports are being filed. Staff is currently doing an inventory of missing items and damage to submit to the insurance company. Commissioner Koester stated the District should inform the police for all incidents as they occur.

7.2 Landscape Maintenance Contract – Hite informed the Board that he is working with staff regarding the contract for landscaping at the District's pump stations and tank sites. Bid requests will be going out this week and presented to the Board in April.

7.3 Staffing – Hite informed the Board that he will be looking at the applications that came in for the Utility Worker positions and conducting interviews next week. He also mentioned that the new Field Supervisor will be starting next week.

Jeremy DelMar

7.4 Tukwila Franchise Agreement Update – General Manager DelMar informed the Board that a tentative agreement has been met. He will be coming to the Board in April to ratify the agreement.



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- 7.5 Seattle Purveyor Group – DelMar will be having a discussion with the purveyor group next week to go over stranded costs and figure out the District’s options. He will update the Board at a future meeting.
- 7.6 Tyee Well – DelMar discussed the possibility of purchasing water from Lakehaven Water and Sewer District to allocate resources due to the Tyee Well being off-line. He suggests moving forward and resurrecting the project. Next steps would include identifying the District’s infrastructure needs and determining the necessary investments.

There being no further business of the District, President Johnson concluded the meeting at 10:05 a.m.

BOARD OF COMMISSIONERS

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Daniel Johnson

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Daniel Johnson, President

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Kathleen Quong-Vermeire

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Kathleen Quong-Vermeire, Secretary

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Polly Daigle

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Polly Daigle, Commissioner

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Todd Fultz

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Todd Fultz, Commissioner

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Vince Koester

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Vince Koester, Commissioner