



**HIGHLINE WATER DISTRICT**  
**Regular Board Meeting Minutes**  
**May 17, 2023**

<b>ATTENDEES</b>		(Strikeouts indicate absence)
<b>COMMISSIONERS</b>	<b>HWD STAFF</b>	<b>HWD ATTORNEY(S)</b>
Polly Daigle (remote)	Jeremy DelMar, General Manager	
Todd Fultz	Anne Paige, Finance/Administrative Manager	<b>CONSULTANTS</b>
Daniel Johnson	Phil Hite, Operations Manager (arrived-9:05 a.m.)	
Vince Koester	Carryn Frye, EA/Contract Coordinator	<b>GUESTS</b>
Kathleen Quong-Vermeire		

**1. CALL TO ORDER**

President Johnson 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.

<b>Minutes:</b> May 3, 2023				
<b>WARRANTS</b>				
Fund Name	Fund No.	Scheduled Payment Date	Vouchers	Total Amount
Maintenance	09-075-0010	05/10/2023	28826 - 28828	\$ 9,738.99
Maintenance	09-075-0010	05/17/2023	28829 - 28887	\$ 334,434.70
Construction	09-075-0030	05/17/2023	902716 - 902718	\$ 4,635.06
<b>ELECTRONIC FUNDS TRANSFER</b>				
Description	Fund No.	Period Ending	EFT Transfer Date	Total Amount
Payroll Tax	09-075-0010	04/28/2023	05/10/2023	\$ 35,103.47
Direct Deposit – Payroll	09-075-0010	04/28/2023	05/05/2023	\$ 87,184.05
Dept of Retirement	09-075-0010	04/28/2023	05/08/2023	\$ 21,182.88
Deferred Compensation	09-075-0010	04/28/2023	05/05/2023	\$ 5,931.21
HRA - Veba	09-075-0010	04/28/2023	05/05/2023	\$ 12,457.99
Health Equity - HSA	09-075-0010	04/28/2023	05/05/2023	\$ 162.23
Dept of Revenue – B & O Tax	09-075-0010	04/30/2022	05/25/2023	\$ 56,480.06
<b>CONSENT AGENDA RESOLUTIONS</b>				
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 23-5-17A authorizing a franchise fee on the retail customers of the City of Tukwila, Washington, and amend Highline Water District Code (HWDC) to incorporate the franchise fee in the applicable section(s). Motion duly made and seconded to approve as presented. After discussion the motion carried 4 to 1 with Commissioner Quong-Vermeire voting no.

Resolution 23-5-17B authorizing an interlocal agreement between the City of Des Moines and Highline Water District relating to Project 21-1 24<sup>th</sup> Ave S Water Main Replacement. Motion duly made and seconded to approve as presented. After discussion, the motion carried unanimously.

Resolution 23-5-17C authorizing participation in the Retrospective Rating Program through the Washington Association of Water and Sewer Districts and modifying existing District policies to comply with the program. Motion duly made and seconded to approve as presented. After discussion, the motion carried unanimously.

### 6. STAFF/COMMISSIONERS/ATTORNEY

#### **Phil Hite**

6.1 Staffing: Operations Manager Hite informed the Board that the new utility worker has started work. The posting is still up for the second vacant position. The District has received several applications that are being reviewed. Interviews will be held in the next couple of weeks.

The Seasonal Worker position is still posted. No applicants yet.

6.2 1<sup>st</sup> Pl SW & SW 196<sup>th</sup> St Water Main Replacement: Hite informed the Board that the District's crew is still working on the water main replacement. Work is expected to be completed in two weeks, prior to the Normandy Park overlay.

6.3 District's Dump Truck: Hite informed the Board that the dump truck needs a new radiator and is currently being repaired. Crews are using a rental in the interim. A new dump truck will be coming later this year.

#### **Anne Paige**

6.4 2023 1<sup>st</sup> Quarter Financial Statements: Finance/Administrative Manager Paige reviewed and discussed the 1st Quarter Financials; Statement(s) of Net Position; Revenues, Expenses and Changes in Net Position; and the Sources and Applications of Funds (Budget vs. Actual). General Manager DelMar discussed CIP's, funding opportunities and answered the Board's questions. The Board thanked Paige for her presentation.

#### **Jeremy DelMar**

6.5 Staffing: General Manager DelMar informed the Board that a new GIS and Asset Management Administrator has been hired from out-of-state. He will start at the end of June.



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6.6 City of Sea-Tac Meeting: DelMar informed the Board that he met with the City of Sea-Tac Public Works Director to discuss the status of the Franchise Agreement.

There being no further business, President Johnson concluded the meeting at 9:58 a.m.

**BOARD OF COMMISSIONERS**

DocuSigned by:

*Daniel Johnson*

**Daniel Johnson**, President

DocuSigned by:

*Kathleen Quong-Vermeire*

**Kathleen Quong-Vermeire**, Secretary

DocuSigned by:

*Polly Daigle*

**Polly Daigle**, Commissioner

DocuSigned by:

*Todd Fultz*

**Todd Fultz**, Commissioner

DocuSigned by:

*Vince Koester*

**Vince Koester**, Commissioner