



**HIGHLINE WATER DISTRICT**  
**Regular Board Meeting Minutes**  
**June 21, 2023**

<b>ATTENDEES</b>		(Strikeouts indicate absence)
<b>COMMISSIONERS</b>	<b>HWD STAFF</b>	<b>HWD ATTORNEY(S)</b>
Polly Daigle	Jeremy DelMar, General Manager	
Todd Fultz	Anne Paige, Finance/Administrative Manager	<b>CONSULTANTS</b>
Daniel Johnson	Phil Hite, Operations Manager	
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>		<b>WARRANTS</b>			
<b>Fund Name</b>	<b>Fund No.</b>	<b>Scheduled Payment Date</b>	<b>Vouchers</b>	<b>Total Amount</b>	
Maintenance	09-075-0010	06/14/2023	28938 - 28942	\$	14,629.06
Maintenance	09-075-0010	06/21/2023	28943 - 28993	\$	1,189,788.43
Construction	09-075-0030	06/21/2023	902721 - 902724	\$	190,309.60
<b>ELECTRONIC FUNDS TRANSFER</b>					
<b>Description</b>	<b>Fund No.</b>	<b>Period Ending</b>	<b>EFT Transfer Date</b>	<b>Total Amount</b>	
Payroll Tax	09-075-0010	06/09/2023	06/21/2023	\$	36,002.84
Direct Deposit – Payroll	09-075-0010	06/09/2023	06/16/2023	\$	89,032.92
Dept of Retirement	09-075-0010	06/06/2023	06/20/2023	\$	22,147.68
Deferred Compensation	09-075-0010	06/06/2023	06/16/2023	\$	6,121.80
HRA - Veba	09-075-0010	06/06/2023	06/16/2023	\$	12,557.99
Health Equity - HSA	09-075-0010	06/06/2023	06/16/2023	\$	162.23
Dept of Revenue – B & O Tax	09-075-0010	05/31/2023	06/26/2023	\$	89,871.73
<b>CONSENT AGENDA RESOLUTIONS</b>					
<b>Item #</b>	<b>Resolution #</b>	<b>Description</b>			
None					

**4. PUBLIC INPUT**

No members of the public attended the meeting in person or remotely.



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### 5. RESOLUTIONS/MOTIONS

Resolution 23-6-21A waiving competitive bidding requirements of RCW 39.04.280(1)(a) and (b) and authorizing the General Manager to enter into a purchase agreement with S&B, Inc. for control system upgrades at Crestview/PS 6. Motion duly made and seconded to approve as presented. After discussion, the motion carried unanimously.

### 6. STAFF/COMMISSIONERS/ATTORNEY

#### Phil Hite

6.1 Vactor Truck: Operations Manager Hite informed the Board that the vactor truck is nearing the end of its useful life and the lead time on purchasing a replacement is 18 months. Hite proposed that we start the process of researching the details of purchasing a new one for next year's budget. Hite also requested that, if a replacement option is found sooner, we take advantage of purchasing it right away with the approval of the Board.

#### Jeremy DelMar

6.2 George Landon Memorial: General Manager DelMar informed the Board that George Landon's memorial service will be held tomorrow, and the invitation was extended to them.

6.3 King County Franchise Agreement: DelMar informed the Board that the current, 25-year, franchise agreement is expiring in July. The District has initiated the renewal process, which provides the District an additional six months for negotiations for the new agreement.

6.4 Labor Union Meeting: DelMar informed the Board that he will be meeting with the Union tomorrow to discuss the upcoming union negotiations. An executive session is planned to be held at the next Board Workshop Meeting on June 27, 2023 to discuss with the Board. DelMar will email the current agreement to the Board for their review today.

6.5 King County Water District 54 (KCWD 54) – The State Department of Health issued a Boil Water Advisory to residents on 6/18/23 after routine tests discovered E. Coli bacteria in the water. DelMar met with KCWD 54 offering Highline Water District's (HWD) assistance if needed. DelMar commended the HWD Customer Service team for handling the customer calls, in-person inquiries and e-mails promptly and professionally. In response to the many inquiries, HWD has placed a message on its website explaining HWD customers are not affected by the KCWD 54 boil water advisory.



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There being no further business, President Johnson concluded the meeting at 9:49 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