



**HIGHLINE WATER DISTRICT
Board Workshop Meeting Minutes
August 22, 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	Caryn Frye, EA/Contract Coordinator	GUESTS
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.

Minutes:	August 16,2023				
WARRANTS					
Fund Name	Fund No.	Scheduled Payment Date	Vouchers	Total Amount	
Maintenance	09-075-0010	08/23/2023	29177 - 29201	\$ 25,158.11	
Construction	09-075-0030	08/23/2023	902739 - 902740	\$ 8,609.64	
ELECTRONIC FUNDS TRANSFER					
Description	Fund No.	Period Ending	EFT Transfer Date	AMOUNT	
N/A					
CONSENT AGENDA RESOLUTIONS					
Item #	Resolution #	Description			
None					

4. PUBLIC INPUT

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

5. RESOLUTIONS/MOTIONS

Resolution 23-8-22A authorizing amendment #4 to Contract #21-60-07 with Evergreen Coating Engineers, LLC for Tasks 1 through 4 for CIP 21-3 Mansion Hill 2.5 MG Reservoir Recoat and Retrofit construction management services. Motion duly made and seconded. After discussion, the motion carried unanimously.



HIGHLINE WATER DISTRICT Board Workshop Meeting Minutes August 22, 2023

6. CANCEL/RESCHEDULE SEPTEMBER 20 BOARD MEETING?

General Manager DelMar asked the Board if they wanted to cancel or reschedule the Board meeting on September 20th due to a conflict with the WASWD conference. It was the consensus of the Board to cancel the September 20th meeting and hold a Special Meeting on Monday, September 18, 2023 at 9:00 a.m. for general district business.

7. OTHER

Phil Hite

7.1 Theft and Damage At Headquarters: Operations Manager Hite informed the Board that, at approximately 6:00 a.m. yesterday, two vehicles entered the rear gate at HWD Headquarters. The suspects rammed the bay and garage doors and stole tools, equipment and vehicle #60. Staff has secured the doors and gate and put-up temporary barriers. Inventory of losses is in process and should be completed in the next few days. Hite contacted the Kent Police Department and provided surveillance video. He has also contacted Enduris and is filing an insurance claim.

Jeremy DelMar

7.2 City of Burien Utility Tax: General Manager DelMar informed the Board that he received a message from Burien's City Manager stating the city's financial consultant has recommended to the Council to increase the Utility Tax from 8% to 10%.

7.3 Port of Seattle: DelMar informed the Board that the Port will have a response by mid-September regarding Tye Well.

Anne Paige

7.4 Harris – Northstar Billing: Finance/Administrative Manager Paige informed the Board that she contacted Harris to re-negotiate the current pricing for the Northstar Billing Software Maintenance Agreement. She will present a resolution, at a future meeting, to the Board for a new 3-year contract, reducing the rates by approximately \$12,000 per year.



HIGHLINE WATER DISTRICT Board Workshop Meeting Minutes August 22, 2023

There being no further business of the District, President Johnson concluded the meeting at 9:30 a.m.

BOARD OF COMMISSIONERS

DocuSigned by:

Daniel Johnson

6E7D4CD7088F4C7...

Daniel Johnson, President

DocuSigned by:

Kathleen Quong-Vermeire

46FCA32C455541D...

Kathleen Quong-Vermeire, Secretary

DocuSigned by:

Polly Daigle

750088DD74804ED...

Polly Daigle, Commissioner

DocuSigned by:

Todd Fultz

87381379F2E446D...

Todd Fultz, Commissioner

DocuSigned by:

Vince Koester

362D4CB9A38F421...

Vince Koester, Commissioner