



HIGHLINE WATER DISTRICT Regular Board Meeting Minutes October 4, 2023

ATTENDEES			(Strikeouts indicate absence)
COMMISSIONERS	HWD STAFF	HWD ATTORNEY(S)	
Polly Daigle	Jeremy DelMar, General Manager		
Todd Fultz	Anne Paige, Finance/Administrative Manager	CONSULTANTS	
Daniel Johnson	Phil Hite, Operations Manager		
Vince Koester	Carryn Frye, EA/Contract Coordinator	GUESTS	
Kathleen Quong-Vermeire			

1. CALL TO ORDER

President Johnson called the meeting to order at 9:01 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:	September 26, 2023				
WARRANTS					
Fund Name	Fund No.	Scheduled Payment Date	Vouchers	Total Amount	
Maintenance	09-075-0010	10/04/2023	292990 - 29330	\$ 937,379.62	
Construction	09-075-3030	10/04/2023	902745 - 902746	\$ 44,198.62	
ELECTRONIC FUNDS TRANSFER					
Description	Fund No.	Period Ending	EFT Transfer Date	Total Amount	
Labor & Industries- PR Tax	090750010	09/30/2023	10/27/2023	\$ 6,833.79	
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 23-10-04A authorizing exemption of competitive bidding requirements of RCW 39.04.280 for purchasing equipment involving single source of supply, special facilities and marketing conditions relating to Project 23-2 and authorizing the General Manger to purchase the replacement of equipment at the Des Moines Treatment Plant. After discussion, the motion carried unanimously.



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6. STAFF/COMMISSIONERS/ATTORNEY

Phil Hite

- 6.1 Staff Spot Awards: Operations manager Hite informed the Board that several District staff members received Spot Awards at the last All Staff Meeting. Seven crew members were recognized for their hard work and long hours fixing a main break and relocation work on Kent Des Moines Rd. Nick Hoesel was also recognized for his efforts creating the Holy Roller that was awarded a winner in the "Gimmicks & Gadgets" contest and featured in the September 2023 edition of Opflow magazine.
- 6.2 2024 Asphalt and Concrete Restoration Bid: Hite informed the Board that three bids were received and are under review. Upon completion of the review the bid will be awarded to the lowest responsible bidder and presented to the Board at the next meeting for approval.

Anne Paige

- 6.3 Caselle Financial Software: Administrative/Finance Manager Paige informed the Board that we are getting close to switching to the new financial software. Staff training will take place in December and January.
- 6.4 Point and Pay Software: Paige informed the Board that the District's web payment processor, Point and Pay, are sunsetting their current portal and the District must migrate to the new payment portal system. Details are being worked out and she will present an update to the Board at a future meeting that may require some unplanned expenses.

Jeremy DelMar

- 6.5 Kent Des Moines Rd Water Main Break: General Manager DelMar informed the Board that the District's crew fixed a broken water main on Kent Des Moines road at a WSDOT/Midway project site. Initially, WSDOT agreed to address road restoration; however, in a recent change in events, the District is now being held responsible for patching the road. The City of Des Moines has issued a notice to the District to complete the road restoration and overlay work. DelMar stated he may have to use emergency authority to restore the road surface from its temporary condition as soon as possible to avoid potential damage to vehicles. DelMar will report on progress at the next meeting.
- 6.6 Procurement Manual: DelMar notified the Board of a past policy that was erroneously missed in the development of the District's Procurement Manual regarding administrative approval of changes on projects. He will present a resolution of recommended changes to the Board at a future meeting.
- 6.7 Washington Association of Sewer & Water Districts (WASWD) - Retrospective Rating Program Committee Ballot: DelMar presented the Ballot to the Board for the District's vote. The Board discussed the applicants and voted to keep the current members of the Committee. DelMar will submit the vote to the Association office on the District's behalf.



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- 6.8 Board Meeting Schedule and Anticipated Topics: DelMar presented a schedule of upcoming Board topics for their reference covering the remainder of 2023.
- 6.9 Dupont/3M PFAS Settlement: DelMar informed the Board that the District's attorney, Eric Frimodt, will be attending the November 1st meeting to discuss PFAS. An Executive Session may occur.
- 6.10 Capital Improvement Projects: DelMar mentioned the District's CIP for 2023 will be significantly under budget due to two projects being pushed into next year. He mentioned two new projects must be added: Relocation of water main for Des Moines Storm Drain Project at Des Moines Memorial and 212th/208th and Normandy Park Miller Creek Culvert Replacement at SW 167th St /12th Pl. SW.

There being no further business, President Johnson concluded the meeting at 9:41 a.m.

BOARD OF COMMISSIONERS

DocuSigned by:

Daniel Johnson

Daniel Johnson, President

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