



HIGHLINE WATER DISTRICT Regular Board Meeting Minutes October 18, 2023

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

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: October 4, 2023

WARRANTS				
Fund Name	Fund No.	Scheduled Payment Date	Vouchers	Total Amount
Maintenance	09-075-0010	10/11/2023	29331 - 29334	\$ 12,464.26
Maintenance	09-075-0010	10/18/2023	29335 - 29396	\$ 308,763.75
Construction	09-075-3030	10/11/2023	902747 - 902747	\$ 9.02
Construction	09-075-3030	10/18/2023	902748 - 902749	\$ 188,307.39
ELECTRONIC FUNDS TRANSFER				
Description	Fund No.	Period Ending	EFT Transfer Date	Total Amount
Payroll Tax	09-075-0010	09/29/2023	10/11/2023	\$ 39,782.37
Direct Deposit – Payroll	09-075-0010	09/29/2023	10/06/2023	\$ 102,367.25
Dept of Retirement	09-075-0010	09/29/2023	10/10/2023	\$ 22,845.18
Dept of Retirement	09-075-0010	09/30/2023	10/11/2023	\$ 495.66
Deferred Compensation	09-075-0010	09/29/2023	10/06/2023	\$ 5,808.71
HRA - VEBA	09-075-0010	09/29/2023	10/06/2023	\$ 12,557.99
Health Equity - HSA	09-075-0010	09/29/2023	10/06/2023	\$ 162.23
Dept of Licensing – Fuel Tax	09-075-0010	09/30/2023	10/06/2023	\$ 183.41
CONSENT AGENDA RESOLUTIONS				
Item #	Resolution #	Description		
None				



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4. PUBLIC INPUT

Customer Comment: Kurt Young, 50-year resident of the District, joined the meeting remotely to comment on the District's disconnect notice procedure. He finds the turnaround time to be too quick and believes we should consider being less punitive in our process. General Manger DelMar offered to have Customer Service Supervisor Greg Wilson follow up with him after the meeting to discuss his concerns and explain the disconnection process. President Johnson thanked Mr. Young for his comments.

5. RESOLUTIONS/MOTIONS

Resolution 23-10-18A authorizing Maintenance Contract #23-50-11 with AA Asphaltting, LLC for 2023-2024 Asphalt and Concrete Restoration Services. After discussion, the motion carried unanimously.

Resolution 23-10-18B authorizing twelve-month time extension for the completion of the Amelia Multifamily DE. After discussion, the motion carried unanimously.

Resolution 23-10-18C amend the Highline Water District Procurement Manual. After discussion, the motion carried unanimously.

6. STAFF/COMMISSIONERS/ATTORNEY

Phil Hite

- 6.1 SCADA Upgrade: Operations Manager Hite informed the Board that the SCADA software, WIN-CC and WIN-911 are being upgraded. He is working with both S & B and Lighthouse. The upgrades should be complete by the end of November.
- 6.2 Fire System Upgrade: Hite informed the Board that the District's fire system is being upgraded. The upgrade will increase response times and save the District money by removing unnecessary phone lines. Should be completed within the next month.

Anne Paige

- 6.3 Caselle Financial Software: Administrative/Finance Manager Paige informed the Board that staff training is scheduled for November and December. The system is scheduled to go live by January.
- 6.4 Surplus Items: Paige informed the Board that there are a couple of additions to the surplus list that was previously approved earlier this year. She will present a resolution to address additional items at the next meeting.

Jeremy DelMar

- 6.5 Union Negotiations: General Manager DelMar informed the Board that representatives from the Union and Management have begun negotiations on 10/16/23.



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- 6.6 Emergency Lockdown: DelMar notified the Board of a recent security threat in the neighborhood on 10/17/23. Staff locked down the building for approximately 15 minutes during police activity happening on S 240th St.
- 6.7 Seattle Public Utilities (SPU) Letter: DelMar informed the Board that he received a letter from SPU requesting a third 12-month extension for negotiations. He addressed the Board's questions and will bring the letter at the next Board meeting to seek approval to execute the extension.

7. EXECUTIVE SESSION – PERSONNEL

- 7.1 An executive session was convened pursuant to RCW 42.30.110(1)(g) to evaluate the performance of a public employee. Before convening the executive session at 9:23 a.m., President Johnson advised the executive session would be 10 minutes. The Commissioners, and managers, DelMar, Paige and Hite, then attended the executive session. The Executive Session concluded at 9:33 am and the open meeting reconvened with no action taken.

There being no further business, President Johnson concluded the meeting at 9:34 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