



## HIGHLINE WATER DISTRICT Regular Board Meeting Minutes November 1, 2023

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

**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> October 24, 2023					
WARRANTS					
Fund Name	Fund No.	Scheduled Payment Date	Vouchers	Total Amount	
Maintenance	09-075-0010	11/01/2023	29419 - 29427	\$	37,392.64
Construction	09-075-3030	11/01/2023	902751 - 902751	\$	21,222.37
ELECTRONIC FUNDS TRANSFER					
Description	Fund No.	Period Ending	EFT Transfer Date	Total 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**

None



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### 6. STAFF/COMMISSIONERS/ATTORNEY

#### Phil Hite

- 6.1 Lead and Copper Rule: Operations Manager Phil Hite informed the Board that staff is working on a GIS database map showing service line types for both the District's and customer service lines. The map will allow customers to view and update their service line information. The system will also allow staff to update information live while replacing lines in the field. The EPA deadline for submitting the District's information is October 2024. We will continue to refine it over the next year.
- 6.2 Headquarters Break-in Update: Hite heard back from the insurance adjuster regarding the 2001 Dump Truck that was stolen and recovered. The truck has been deemed a total loss valued at approximately \$21k. The District has been offered approximately \$23k. Staff will be pursuing a replacement vehicle.
- 6.3 District Security Update: Hite informed the Board that there have been some difficulties getting quotes to replace the Headquarters' fence. He is still working on it.

#### Jeremy DelMar

- 6.4 Upcoming Meetings: General Manager DelMar informed the Board that the Draft Budget will be presented at the next meeting, 11/15/2023, and the Draft CIP Plan at the next workshop, 11/28/2023.
- 6.5 22-2 Huntington Park 2023 AC Water Main Replacement Project: DelMar informed the Board that he and Engineering Supervisor, Logan Wallace will be meeting with the HOA the third week in November. They will be discussing the project costs and other issues that affect the District and possible suspension of this project. Currently, staff is recommending suspending the project due to the high costs identified in the engineer's estimate and the risk of construction damage to the existing roads in the neighborhood potentially requiring full reconstruction.

#### Vince Koester

- 6.5 Water District 54 (WD54): Commissioner Vince Koester inquired as to the responsibility to repair the road on 7<sup>th</sup> Ave S in Des Moines from the recent WD54 water repair performed by the District. DelMar informed him that is WD54's responsibility for restoration as the District only performed the water main repair on WD54's behalf.

Commissioner Kathleen Quong-Vermeire added that the District should consider raising the rates of water sold to WD54 to cover costs of our assistance to help them.



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## 7.0 EXECUTIVE SESSION

7.1 An executive session was convened pursuant to RCW 42.30.110(i) potential litigation to discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation. Before convening the executive session at 9:32 a.m., President Johnson advised the executive session would be 15 minutes. The Commissioners, General Manager, Operations and Administrative Managers, and attorney, Eric Frimodt attended the executive session. At 9:47 a.m., the executive session was extended 10 minutes. At 9:57 a.m., the executive session concluded, and the open meeting was reconvened. No action taken.

There being no further business, President Johnson concluded the meeting at 9:57 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