



HIGHLINE WATER DISTRICT Regular Board Meeting Minutes November 15, 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 9:00 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: November 1, 2023

WARRANTS				
Fund Name	Fund No.	Scheduled Payment Date	Vouchers	Total Amount
Maintenance	09-075-0010	11/08/2023	294028 - 29431	\$ 14,389.23
Maintenance	09-075-0010	11/15/2023	29432 - 29485	\$ 882,640.30
ELECTRONIC FUNDS TRANSFER				
Description	Fund No.	Period Ending	EFT Transfer Date	Total Amount
Payroll Tax	09-075-0010	10/27/2023	11/08/2023	\$ 34,785.10
Direct Deposit – Payroll	09-075-0010	10/27/2023	11/03/2023	\$ 90,984.54
Dept of Retirement	09-075-0010	10/27/2023	11/06/2023	\$ 20,668.12
Deferred Compensation	09-075-0010	10/27/2023	11/03/2023	\$ 4,884.77
HRA - VEBA	09-075-0010	10/27/2023	11/03/2023	\$ 12,507.99
Health Equity - HSA	09-075-0010	10/27/2023	11/03/2023	\$ 162.23
Employment Security – PFMLA & WA Cares	09-075-0010	10/27/2023	10/30/2023	\$ 49,026.66
CONSENT AGENDA RESOLUTIONS				
Item #	Resolution #	Description		
None				

4. PUBLIC INPUT

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



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5. RESOLUTIONS/MOTIONS

Motion 23-11-15(1) duly made and seconded directing the General Manager and Legal Counsel to opt out of the proposed Dupont and 3M Class Action Settlements for PFAS. After discussion the motion carried unanimously. Reference Item 7.5

Motion 23-11-15(2) duly made and seconded to cancel the December 26, 2023, Board Workshop. After discussion the motion carried unanimously. Reference Item 7.6.

6. PRESENTATION OF DRAFT 2024 BUDGET - Finance/Administrative Manager Paige presented the draft for the 2024 Budget. She summarized the changes and assumptions for revenue, expenses, and debt services. Discussions ensued. Paige, Operations Manager Phil Hite, and General Manager DelMar responded to specific inquiries by the Board. Engineering Supervisor Logan Wallace will discuss the CIP portion in greater detail at the next Board Workshop meeting.

7. STAFF/COMMISSIONERS/ATTORNEY

Phil Hite

7.1 Crestview Tank: Hite informed the Board that the tank has been drained and staff has been cleaning it for the past three days. He anticipates the cleaning will be complete by next week. The District will retain DN Tanks and Evergreen Coating to evaluate the tank's condition. The goal is to complete the work by the end of the year.

Anne Paige

7.2 Caselle Update: Paige informed the Board that training will take place November 28 through 30 at the District Headquarters.

Jeremy DelMar

7.3 Vacation: DelMar notified the Board that he will be on vacation starting November 17 and returning on November 27. Hite and Paige will be available for any issues that may arise. The District office is closed November 23 and 24 for Thanksgiving.

7.4 AWWA Water Quality Conference: DelMar informed the Board that he attended the conference last week. The primary issue discussed was PFAS. He recommended an executive session take place at the November 28 Workshop to further discuss whether to participate in the PFAS Settlements. The Board did not feel an executive session was necessary and directed the General Manager to opt out of the settlements. Action Taken: Reference Item 5, Motion 23-11-15(1).

7.5 Cancel 12/26/23 Board Workshop: DelMar asked the Board if they wanted to cancel the Workshop meeting. Action Taken: Reference Motion 23-11-15(2).

7.7 Commissioner Compensation: DelMar informed the Board that the final compensation amounts should be available by the end of the month and be effective in January 2024. The amount is anticipated to change from \$128/day to around \$162/day.



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There being no further business, President Johnson concluded the meeting at 10:01 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