



**HIGHLINE WATER DISTRICT  
Regular Board Meeting Minutes  
December 06, 2023**

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

**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> November 28, 2023					
<b>WARRANTS</b>					
<b>Fund Name</b>	<b>Fund No.</b>	<b>Scheduled Payment Date</b>	<b>Vouchers</b>	<b>Total Amount</b>	
Maintenance	09-075-0010	12/06/2023	29514 - 29534	\$ 368,887.31	
<b>ELECTRONIC FUNDS TRANSFER</b>					
<b>Description</b>	<b>Fund No.</b>	<b>Period Ending</b>	<b>EFT Transfer Date</b>	<b>Total Amount</b>	
Payroll Tax	09-075-0010	11/24/2023	12/06/2023	\$ 33,467.08	
Direct Deposit – Payroll	09-075-0010	11/24/2023	12/01/2023	\$ 86,685.25	
Direct Dep – PR Sick Leave Buyback	09-075-0010	11/24/2023	12/13/2023	\$ 10,798.58	
Dept of Retirement	09-075-0010	11/24/2023	12/04/2023	\$ 20,379.12	
Deferred Compensation	09-075-0010	11/24/2023	12/01/2023	\$ 4,884.77	
HRA - VEBA	09-075-0010	11/24/2023	12/01/2023	\$ 12,507.99	
<b>CONSENT AGENDA RESOLUTIONS</b>					
<b>Item #</b>	<b>Resolution #</b>	<b>Description</b>			
3.1	23-12-6A	Accept DE as complete – Blueberry Lane III			

**4. PUBLIC INPUT**

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

**5. RESOLUTIONS/MOTIONS**

None



## HIGHLINE WATER DISTRICT Regular Board Meeting Minutes December 06, 2023

### 6. RATE MODIFICATION HEARING

President Johnson opened the Public Hearing at 9:01 a.m. General Manager DelMar gave a Power Point Presentation on the proposed 2024 rate changes. DelMar and Administrative staff recommend a 2.6% rate increase for Water Commodity, Meter Base, and Low Income/Senior Disabled Charges and a 10% increase for Streetlights. The primary reasons for the increases are:

- Future increases in the SW Regional Surcharge by SPU in 2025
- Future wholesale rate increases by SPU in 2025 are unknown (Rate Study to be prepared when SPU negotiations are complete)
- Significant increases in Labor, Materials and Equipment due to inflation and supply chain issues
- 2016 Water System Plan recommends 2.6% annual increase to support capital improvements
- Streetlight rates increase to cover recent increases by Puget Sound Energy

President Johnson requested comments from the public. No members of the public attended the public hearing in person or remotely. After discussion, President Johnson closed the public hearing at 9:10 a.m. A resolution to adopt the proposed rates will be presented at the 12/20/23 meeting for the Board's consideration.

### 7. SECOND PRESENTATION OF DRAFT BUDGET

Finance/Administrative Manager Anne Paige presented the second draft for the 2024 Budget. She summarized the changes made in the draft. Paige answered questions from the Board. No action taken. A resolution will be presented to the Board to adopt the 2024 Budget at the December 20th Board Meeting.

### 8. PRESENTATION OF GOALS, OBJECTIVES AND WORKPLAN

Operations Manager Phil Hite presented and discussed key items of the draft 2024 Goals, Objectives, and Work Plan. Discussion ensued. No action taken by the Board. A resolution will be presented to the Board to adopt the 2024 Goals & Objectives at the 12/20/23 Board meeting.

### 9. STAFF/COMMISSIONERS/ATTORNEY

#### **Phil Hite**

9.1 Headquarters Break-In: Hite informed the Board that there was another recent break-in. Damage occurred to the bay doors and a District vehicle. He has filed an insurance claim and is working on security measures.

#### **Anne Paige**

9.2 Caselle Software Update: Paige informed the Board that training is going well, and that the software will go live on January 8, 2024.



# HIGHLINE WATER DISTRICT Regular Board Meeting Minutes December 06, 2023

## **Jeremy DelMar**

- 9.3 Federal Way Franchise Ordinance: DelMar informed the Board that the ordinance was passed by the City Council on November 8, 2023 and effective November 22, 2023. A resolution for the Board to consider will be presented at the next Board meeting, December 20, 2023.
- 9.4 Union Negotiations Update: DelMar informed the Board that the meeting was held yesterday, and a tentative agreement has been reached. DelMar summaries key highlights of the tentative agreement. A resolution will be presented for approval at the next Board meeting, December 20, 2023.
- 9.5 Staffing Update: DelMar informed the Board of staffing changes and to expect several jobs to be posted to fill vacant positions.
- 9.6 Timesheets: DelMar asked the Board to turn timesheets for the final meeting in on December 20<sup>th</sup> to accommodate new software demands for payroll.

## **Vince Koester**

- 9.7 Commissioner Rates: Commissioner Vince Koester mentioned that the new rates have been posted for 2024.
- 9.8 December 20, 2023 Meeting: Koester informed the Board that he will not be attending.

There being no further business, President Johnson concluded the meeting at 10:04 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

**Vince Koester**, Commissioner