



**HIGHLINE WATER DISTRICT
Regular Board Meeting Minutes
December 20, 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 | Logan Wallace, Engineering Supervisor | GUESTS | |
| 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.

Minutes: December 6, 2023

| WARRANTS | | | | |
|-------------------------------------|---------------------|--|--------------------------|---------------------|
| Fund Name | Fund No. | Scheduled Payment Date | Vouchers | Total Amount |
| Maintenance | 09-075-0010 | 12/06/2023 | 302724 - 302725 | \$ 3,180.31 |
| Maintenance | 09-075-0010 | 12/13/2023 | 29535 - 29537 | \$ 10,907.60 |
| Maintenance | 09-075-0010 | 12/20/2023 | 29538 - 29593 | \$ 203,128.06 |
| Construction | 09-075-3030 | 12/20/2023 | 902755 - 902757 | \$ 4,183.21 |
| ELECTRONIC FUNDS TRANSFER | | | | |
| Description | Fund No. | Period Ending | EFT Transfer Date | Total Amount |
| Direct Deposit – Sick Leave Buyback | 09-075-0010 | 11/24/2023 | 12/06/2023 | \$ 18,464.82 |
| Direct Deposit – Payroll | 09-075-0010 | 12/08/2023 | 12/15/2023 | \$ 90,904.32 |
| Payroll Tax | 09-075-0010 | 12/08/2023 | 12/20/2023 | \$ 34,513.80 |
| Dept of Retirement | 09-075-0010 | 12/08/2023 | 12/18/2023 | \$ 20,633.85 |
| Deferred Compensation | 09-075-0010 | 12/08/2023 | 12/15/2023 | \$ 4,934.77 |
| HRA - VEBA | 09-075-0010 | 12/08/2023 | 12/15/2023 | \$ 12,507.99 |
| Health Equity - HSA | 09-075-0010 | 12/08/2023 | 12/15/2023 | \$ 162.23 |
| CONSENT AGENDA RESOLUTIONS | | | | |
| Item # | Resolution # | Description | | |
| 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.



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5. RESOLUTIONS/MOTIONS

Resolution 23-12-20A adopting the 2024 Operating Budget. Motion duly made and seconded. After discussion, the motion carried unanimously.

Resolution 23-12-20B adopting the 2024 Capital Improvement Program. Motion duly made and seconded. After discussion, the motion carried unanimously.

Resolution 23-12-20C adopting the 2024 Goals, Objectives and Work Plan. Motion duly made and seconded. After discussion, the motion carried unanimously.

Resolution 23-12-20D adopting the 2024 Water Rates and amend accordingly the Highline Water District Code (HWDC) Section 6.04.020 Water/Miscellaneous Rates. Motion duly made and seconded. After discussion, the motion carried unanimously.

Resolution 23-12-20E accepting the terms and conditions of Ordinance No. 23-970 authorizing a non-exclusive franchise within the City of Federal Way. Motion duly made and seconded. After discussion, the motion carried 3-1 with Commissioner Quong-Vermeire voting no.

Resolution 23-12-20F authorizing 2024-2027 Collective Bargaining Agreement between Highline Water District and Local 32 of the United Association of Journeymen and Apprentices of the Plumbing and Pipefitting Industry of the United States and Canada. Motion duly made and seconded. After discussion, the motion carried unanimously.

6. STAFF/COMMISSIONERS/ATTORNEY

Phil Hite

6.1 Security Fence Update: Operations Manager Phil Hite informed the Board of management's intention to award a contract to replace the existing fencing at the District headquarters with security fencing and gates around the building under prior authority by the Board. It has been slow working with local contractors to find alternatives and obtain quotes for the improvements. Discussion ensued about the proposal and other feasible ways to improve site security. The Board supported making the improvements.

General Manager Jeremy DelMar added that local police are recommending businesses install bollards or planters to help prevent vehicles from crashing into the buildings. Staff plans to implement these recommendations.

Anne Paige

6.2 Caselle Software Update: Finance/Administrative Manager Anne Paige informed the Board that the new software is going live on January 8th. There will be four trainers onsite to assist with the transition. Paige will be setting up training for staff and commissioners to enter their timesheets. She is pleased with the software and staff is adjusting well to the changes.



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Jeremy DelMar

- 6.3 WASWD 2024 Commissioner Workshop: DelMar asked the Commissioners if they were interested in attending the Workshop on January 27, 2024. The Commissioners declined.
- 6.4 Early Closure December 20, 2023: DelMar informed the Board that the District office will be closing at 11:45 a.m. today for the District employee's annual Holiday Party.
- 6.5 Staff Recognition: DelMar informed the Board that the 2023 Employee of the Year is Lead Treatment Plant Operator Keith Coburn. He explained how Coburn did an excellent job filling in for the previous department lead and was eventually promoted into the position.

DelMar expressed to the Board his appreciation to the management staff, Anne Paige, Phil Hite, and Logan Wallace, for all their team's hard work in preparing the budget and CIP and other efforts throughout the year. He also recognized Accounting Supervisor Sandi DeChon for all her efforts on the annual Budget and gathering of all the financial information.

Commissioners

- 6.6 Employee Appreciation: Commissioner Todd Fultz expressed his appreciation and gratitude for the efforts of staff and is thankful to be part of the District.

Commissioner Polly Daigle added that she is also appreciative and is glad to be a part of such a great organization.

Commissioner Kathleen Quong-Vermeire wanted to express to staff and fellow commissioners her appreciation of the good job they have done. She mentioned a special thanks to DelMar for his participation at the Seattle Operating Board meetings.

Commissioner Dan Johnson stated that it is wonderful here at Highline, he thanks the staff for their professionalism and wishes everyone a Merry Christmas and Happy Holidays.



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There being no further business, President Johnson concluded the meeting at 9:40 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:

ABSENT *Vince Koester*

Vince Koester, Commissioner