



**HIGHLINE WATER DISTRICT  
Regular Board Meeting Minutes  
January 3, 2024**

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

**1. CALL TO ORDER**

President Johnson called the meeting to order at 9:00 a.m.

**1A. OATH OF OFFICE TO ELECTED COMMISSIONER(S)**

The Oath of Office for Commissioner Todd Fultz (Position No. 1) was administered by District Legal Counsel Eric Frimodt for a six-year term (2024-2029).

**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>	December 20, 2023			
WARRANTS				
Fund Name	Fund No.	Scheduled Payment Date	Vouchers	Total Amount
Maintenance	09-075-0010	12/27/2023	29594 - 29604	\$ 19,289.89
Maintenance	09-075-0010	01/03/2024	29605 - 29628	\$ 340,106.34
Construction	09-075-3030	12/20/2023	902758 - 902759	\$ 15,761.71
ELECTRONIC FUNDS TRANSFER				
Description	Fund No.	Period Ending	EFT Transfer Date	Total Amount
Direct Deposit – Payroll	09-075-0010	12/22/2023	12/29/2023	\$ 91,860.53
Payroll Tax	09-075-0010	12/22/2023	01/03/2024	\$ 33,952.69
Dept of Retirement	09-075-0010	12/22/2023	01/02/2024	\$ 19,959.38
Deferred Compensation	09-075-0010	12/22/2023	12/29/2023	\$ 354.77
WA State Dept of L & I- L & I Tax	09-075-0010	12/27/2023	01/26/2024	\$ 7,376.30
Dept of Revenue-B & O Tax	09-075-0010	11/30/2023	12/26/2023	\$ 92,099.39
CONSENT AGENDA RESOLUTIONS				
Item #	Resolution #	Description		
None				



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#### 4. PUBLIC INPUT

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

#### 5. RESOLUTIONS/MOTIONS

Resolution 24-1-3A electing Kathleen Quong-Vermeire as President of the Board of Commissioners. Motion duly made and seconded. After discussion, the motion carried unanimously. Upon approval, Commissioner Quong-Vermeire assumed her role and presided over the remaining part of the meeting.

Resolution 24-1-3B electing Vince Koester as Secretary of the Board of Commissioners. Motion duly made and seconded. After discussion, the motion carried unanimously.

Resolution 24-1-3C commending employee, Jason Dawes, for five years of service. Motion duly made and seconded. After discussion, the motion carried unanimously.

Resolution 24-1-3D authorizing Developer Extension Agreement – Mercy Angle Lake Family Housing – 2650 S 200<sup>th</sup> St, SeaTac, WA. Motion duly made and seconded. After discussion, the motion carried unanimously.

#### 6. STAFF/COMMISSIONERS/ATTORNEY

##### Anne Paige

6.1 Code of Ethics: Finance/Administrative Manager Anne Paige informed the Commissioners that she emailed the District's Code of Ethics to them. Staff presents the document to the Commissioners on an annual basis. She asked they review it and if they have any questions to please contact her.

6.2 Caselle Software – Update: Paige informed the Board that the District's data has been transferred and is being reviewed by Caselle prior to going live on January 8<sup>th</sup>. Caselle staff will be on-site for four days assisting with the transition.

##### Phil Hite

6.3 Job Postings: Operations Manager Phil Hite informed the Board that we have two job postings, Utility/Senior Utility Worker and Treatment/Scada Operator. He encouraged referrals.

##### Jeremy DelMar

6.4 Annual Review: General Manager Jeremy DelMar brought up the General Manager's Annual Review process. He will schedule an executive session for the Board at the January Workshop.



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**January 4, 2023**

There being no further business, President Quong-Vermeire concluded the meeting at 9:18 a.m.

**BOARD OF COMMISSIONERS**

DocuSigned by:

*Kathleen Quong-Vermeire*

**Kathleen Quong-Vermeire, President**

DocuSigned by:

*Vince Koester*

**Vince Koester, Secretary**

DocuSigned by:

*Polly Daigle*

**Polly Daigle, Commissioner**

DocuSigned by:

*Todd Fultz*

**Todd Fultz, Commissioner**

DocuSigned by:

*Daniel Johnson*

**Daniel Johnson, Commissioner**