



HIGHLINE WATER DISTRICT
Regular Board Meeting Minutes
February 7, 2024

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

1. CALL TO ORDER

President Quong-Vermeire 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: January 23, 2024					
WARRANTS					
Fund Name	Fund No.	Scheduled Payment Date	Vouchers	Total Amount	
Maintenance	09-075-0010	02/07/2024	29696 - 29697	\$ 1,331.91	
Maintenance	09-075-0010	02/07/2024	29725 - 29751	\$ 172,465.26	
ELECTRONIC FUNDS TRANSFER					
Description	Fund No.	Period Ending	EFT Transfer Date	Total Amount	
Direct Deposit – Payroll	09-075-0010	01/19/2024	01/26/2024	\$ 94,006.65	
Payroll Tax	09-075-0010	01/19/2024	01/31/2024	\$ 37,110.14	
Dept of Retirement	09-075-0010	01/19/2024	01/29/2024	\$ 21,994.78	
Deferred Compensation	09-075-0010	01/19/2024	01/26/2024	\$ 5,464.51	
HRA Veba	09-075-0010	01/19/2024	01/26/2024	\$ 14,042.15	
HSA Equity Account	09-075-0010	01/19/2024	01/26/2024	\$ 138.41	
Dept of Revenue – B & O Tax	09-075-0010	01/25/2024	01/25/2024	\$ 53,270.37	
Dept of Licensing – Diesel Tax	09-075-0010	01/19/2024	01/19/2024	\$ 122.74	
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

Resolution 24-2-7A commending employee (Delylah Silva) for 15 years of service. Motion duly made and seconded. After discussion, the motion carried unanimously.

Resolution 24-2-7B authorizing developer extension agreement – Star Lake Heights. Motion duly made and seconded. After discussion, the motion carried unanimously.

Resolution 24-2-7C authorizing Consultant Agreement #24-60-04 with Atwell LLC, for professional engineering services relating to Project 24-1 16th Ave S Water Main Replacement. Motion duly made and seconded. After discussion, the motion carried unanimously.

6. STAFF/COMMISSIONERS/ATTORNEY

Phil Hite

6.1 Fence Update - Operations Manager Phillip Hite informed the Board that the HWD Headquarters fence installation is underway. The posts have been installed. Should be complete by early March.

6.2 Asphalt Patch System Contract – Hite informed the Board that there have been delays by the sub-contractor preventing the District from moving forward on closing the contract. All necessary steps have been taken to proceed and he will present a resolution at the next meeting for the Board to accept the contract as complete.

6.3 Staffing - Hite informed the Board that the two (2) final Utility Worker positions have been filled and they will start on Monday February 12, 2024. All three (3) new hires will be reporting to Field Supervisor, Josh Pantzke.

Jeremy DelMar

6.4 SPU/CWA/TPU Negotiation Update – General Manager Jeremy DelMar gave an update to the Board about recent negotiations between Cascade Water Alliance (CWA), Seattle Public Utilities (SPU), and Tacoma Public Utilities (TPU) over future water purchases. CWA tentatively plans to partner with TPU to purchase water for their long-term water needs. CWA will begin reduction of purchases from SPU starting around 2042.



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There being no further business, President Quong-Vermeire concluded the meeting at 9:30 a.m.

BOARD OF COMMISSIONERS

DocuSigned by:

Kathleen Quong-Vermeire, President

DocuSigned by:

Vince Koester, Secretary

DocuSigned by:

Polly Daigle, Commissioner

DocuSigned by:

Todd Fultz, Commissioner

DocuSigned by:

Daniel Johnson, Commissioner