



HIGHLINE WATER DISTRICT
Regular Board Meeting Minutes
May 15, 2024

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

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: May 1, 2024 | | | | |
|-----------------------------------|--------------|------------------------|-------------------|---------------|
| WARRANTS | | | | |
| Fund Name | Fund No. | Scheduled Payment Date | Vouchers | Total Amount |
| Maintenance | 09-075-0010 | 05/08/2024 | 30039 - 30040 | \$ 1,611.50 |
| Maintenance | 09-075-0010 | 05/08/2024 | 30041 - 30054 | \$ 228,452.11 |
| Maintenance | 09-075-0010 | 05/15/2024 | 30055 - 30081 | \$ 342,329.68 |
| Construction | 09-075-3030 | 05/15/2024 | 902777 - 902777 | \$ 50.20 |
| ELECTRONIC FUNDS TRANSFER | | | | |
| Description | Fund No. | Period Ending | EFT Transfer Date | Total Amount |
| Direct Deposit – Payroll | 09-075-0010 | 04/26/2024 | 05/08/2024 | \$ 99,410.15 |
| Payroll Tax | 09-075-0010 | 04/26/2024 | 05/08/2024 | \$ 37,778.49 |
| Dept of Retirement | 09-075-0010 | 04/26/2024 | 05/06/2024 | \$ 22,757.40 |
| Deferred Compensation | 09-075-0010 | 04/26/2024 | 05/03/2024 | \$ 6,634.17 |
| HRA Veba | 09-075-0010 | 04/26/2024 | 05/03/2024 | \$ 15,344.02 |
| HSA Equity Account | 09-075-0010 | 04/26/2024 | 05/03/2024 | \$ 138.41 |
| CONSENT AGENDA RESOLUTIONS | | | | |
| Item # | Resolution # | Description | | |
| None | | | | |

4. PUBLIC INPUT

No members of the public provided public input.



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4a. **JUDI GLADSTONE – WASHINGTON ASSOCIATION OF SEWER AND WATER DISTRICTS (WASWD)**

Judi Gladstone, Executive Director for WASWD, came to the meeting to introduce herself and to meet the Commissioners. She discussed her replacement search and upcoming changes in WASWD staffing. She also addressed the Retrospective Rating Program, Workforce Development Committee work, and the WASWD website. The Commissioners thanked Ms. Gladstone for her efforts and for attending the meeting.

5. **RESOLUTIONS/MOTIONS**

Resolution 24-5-15A authorizing Twelve-Month Time Extension for Completion of the Bridge Point SeaTac Maywood Developer Extension Project. Motion duly made and seconded. After discussion, the motion carried unanimously.

6. **STAFF/COMMISSIONERS/ATTORNEY**

Jeremy DelMar

6.1 Des Moines Treatment Plant Repair Update – General Manager Jeremy DelMar informed the Board that a claim was filed with Enduris for equipment damage caused by a failed service saddle.

6.2 MRSC Training – Small Works Changes and the New Statewide Roster – DelMar informed the Board of upcoming changes to the Small Works Roster process effective July 1, 2024. MRSC will provide a new Statewide Roster that is currently in development. The changes will require staff to update the Procurement Manual. DelMar informed the Board that Operations Manager Phil Hite, Engineering Supervisor Logan Wallace, and Carryn Frye are attending a training with MRSC on the changes today.

7. **EXECUTIVE SESSION**

An executive session was convened pursuant to RCW 42.30.110(i) potential litigation to discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation. Before convening the executive session at 9:40 a.m., President Quong-Vermeire advised the executive session would conclude at 9:55 a.m. The Commissioners, General Manager, Finance/Administrative Manager, and attorney, Eric Frimodt, attended the executive session. At 9:55 a.m., the executive session was extended to 10:00 a.m. At 10:00 a.m., the executive session concluded, and the open meeting was reconvened.



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There being no further business, President Quong-Vermeire concluded the meeting at 10:00 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