HIGHLANDS UTILITY DISTRICT

181 NW HIGHLAND DR.; SHORELINE, WA 98177

COMMISSIONERS
Position 1: L. David Hanower
Position 2: Karl V. D'Ambrosio, Secretary
Position 3: John B. Harris, President

Highlands Utility District Meeting Minutes

Meeting Date / Time: Wednesday, June 11, 2025; 10:00 a.m.
Meeting Location: The Highlands Board Room, Shoreline, WA

Meeting Attendees:

COMMISSIONERS
John Harris, President
Karl D'Ambrosio, Secretary
Dave Hanower

IN ATTENDANCE
Paul Konrady, District Administrator
Nate Burkemoore, The Highlands Utility Operator
Scott Hilton, The Highlands President
Bob Sterbank, Foster Garvey via Zoom
Benjamin Keith, BenTech via Zoom

Commissioner Harris declared a quorum and called the meeting to order at 10:05 a.m. Minutes of April 9, 2025 meeting were unanimously approved as amended.

After discussion, the Board unanimously approved Resolution 2025.02 Amending the Small Works Roster Procedures.

After discussion, the Board unanimously approved Resolution 2025.03 Setting the Date, Time, and Location of the District Board of Commissioners Regular Meetings, subject to an amendment to add a notation that the January meeting each year will be the Board's annual meeting which will include the election of the President and Secretary. When corrected to include the above amendment, the resolution will be distributed for final signatures.

Paul Konrady stated that the District had requested bids for the Water Service Facilities Upgrade project (replacing water meters and installing back flow prevention devices) from the Municipal Research and Service Center's small works roster, including the scope of work and the Construction Contract. Mr. Konrady reported that three contractors on the MRSC roster had submitted responsive bids and that he deemed all three bidders to be responsible bidders. Mr. Konrady also reported that Tumya Plumbing Contractors, LLC submitted the lowest bid and recommended that the District award the contract to them. Commissioner Harris exited the meeting. After discussion, the Board approved awarding the Water Service Facilities Upgrade project to Tumya Plumbing Contractors, LLC and authorized the President to sign the Construction Contract: provided, however, that any change order over $10,000 requires Board approval.

Commissioner Harris re-entered the meeting.

The Board unanimously approved of BenTech's proposal for Cybersecurity Solution for SaaS Clouds.

The Board also discussed the need to continue to work on preparing written documentation of all District administrative processes, bookkeeping activities, and financial planning and auditing procedures.

Paul Konrady provided an update on discussions with the City of Shoreline LS5 maintenance and reported that there had been no developments regarding the status of the Lot 47 Compliance Agreement and the PRPS modernization program.

Commissioners determined that the next regular public meeting will be Monday July 7, 2025.

At 12:10 a.m. the meeting was adjourned.
Meeting Minutes prepared by: Paul Konrady, District Administrator
Meeting Minutes as Approved by the Board of Commissioners:

Karl V. D'Ambrosio 9/10/2025

Karl V. D'Ambrosio, Secretary Date