



Highline Water District Minutes August 6, 2008

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| COMMISSIONERS PRESENT Gerald R. Guite Daniel Johnson Vince Koester George Landon Kathleen Quong-Vermeire CONSULTANT(S) PRESENT | STAFF PRESENT Matt Everett, General Manager Thomas Keown, Engr./Ops. Manager Debra Prior, Administrative Manager Mary Fossos, Project Coordinator, CIPs ATTORNEY(S) PRESENT John Milne |
| Note: Strikeouts indicate absence | |

1. CALL TO ORDER

Commissioner Koester called the meeting to order at 9:00 a.m.

2. APPROVE AGENDA

Commissioner Guite's motion to approve the Agenda as presented was seconded by Commissioner Landon and carried unanimously.

3. CONSENT AGENDA (MINUTES / VOUCHERS)

Consent Agenda Items are considered to be routine and non-controversial and are generally approved as a group with one motion. Any Commissioner may remove any item from the Consent Agenda for separate discussion and action. Vouchers audited and certified by the auditing officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.080 have been recorded on a listing which was made available to the Board of Commissioners).

MINUTES: Jul 16, 2008 Regular Meeting
 July 22, 2008 Workshop

| Fund Name | Fund No. | Warrant Date | Vouchers | AMOUNT |
|-----------------------|-------------|--------------|-----------------|---------------|
| Maintenance | 09-075-0010 | 08/12/08 | 010594 - 010640 | \$ 145,732.73 |
| Construction | 09-075-3030 | 07/30/08 | 901000 - | \$ 55,000.00 |
| Construction | 09-075-3030 | 08/12/08 | 901001 - 901002 | \$ 64,027.25 |
| Maintenance - Payroll | 09-075-0010 | 08/01/08 | 302553 | \$ 357.84 |

| Fund Name | Fund No. | Period Ending | EFT Transfer Date | AMOUNT |
|------------------------------------|-------------|---------------|-------------------|--------------|
| Payroll Tax | 09-075-0010 | 07/25/08 | 08/06/08 | \$ 23,383.90 |
| Direct Deposit | 09-075-0010 | 07/25/08 | 08/01/08 | \$ 61,453.26 |
| Dept of Retirement | 09-075-0010 | 07/11/08 | 08/15/08 | \$ 11,027.64 |
| Dept of Retirement | 09-075-0010 | 07/25/08 | 08/15/08 | \$ 11,225.38 |
| Dept of Retirement – Deferred Comp | 09-075-0010 | 07/04/08 | 08/01/08 | \$ 2,938.00 |
| HRA – VEBA | 09-075-0010 | 07/25/08 | 08/01/08 | \$ 2,925.50 |
| Dept of Revenue – B&O Tax | 09-075-0010 | June 2008 | 07/28/08 | \$ 46,217.66 |

Commissioner Guite's motion to approve the Consent Agenda as presented was seconded by Commissioner Landon and carried unanimously.

4. RESOLUTIONS / MOTIONS / MINUTE ENTRIES

Resolution 08-8-6A authorizing amendment to the HWDC Chapter 2.10 – Travel (Sections 2.10.010; 2.10.015; and 2.10.050). Motion by Commissioner Guite to authorize the amendment was seconded by Commissioner Quong-Vermeire and after discussion, carried unanimously.



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4. RESOLUTIONS / MOTIONS / MINUTE ENTRIES

Resolution 08-8-6B authorizing amendment to comprehensive plan to allow extension to the water system (Marvista Elementary School). Motion by Commissioner Landon to authorize amendment to the comprehensive plan was seconded by Commissioner Guite and after discussion, carried unanimously.

Resolution 08-8-6C authorizing the General Manager or designee to enter into an Interlocal Agreement with Midway Sewer District for the Salt Air Hills Sewer and Water Main Replacement Project. Motion by Commissioner Guite was seconded by Commissioner Quong-Vermeire and after discussion, carried unanimously.

5. PUBLIC INPUT

No members of the public present.

6. STAFF / COMMISSIONERS / ATTORNEY INPUT

Matt Everett

Matt reviewed the following item(s) from the Manager's Report of 8/6/08:

- Matt informed the Board that he received an email from Ray Gross, Emergency Management Coordinator, City of Federal Way, stating that the Federal Emergency Management Agency (FEMA) had formally accepted and approved the Greater Federal Way's application for a Community Specific Integrated Emergency Management Course (IEMC), to be conducted **August 31-September 4, 2009** at the Emergency Management Institute in Emmitsburg, Maryland.

Matt said he was invited to attend the course and was told that a portion of the costs would be paid by FEMA.

The Greater Federal Way Program will host a series of orientations and training sessions to prepare participants for this event. The first event will be an IEMC informational meeting on August 19, 2008 from 1330 (1:30pm) -1500(3pm) at Federal Way City Hall Council Chambers, located at 33325 8th Avenue South, Federal Way.

Matt said he would like to attend and believes it would be beneficial to the District for Tom to attend. The Board concurred.

- Matt will be on vacation the week of August 25 – August 29th and will not be attending the 8/26/08 Workshop.

Dan Johnson

- Dan will be on vacation the week of August 25th – August 29th and will not be attending the 8/26/08 Workshop.

Tom Keown

- Port of Seattle Parking Facility @ S. 160th Street - Tom informed the Board that he will meet with the Port of Seattle (POS) on August 19, 2008 to correct our respective service area boundaries as agreed to earlier in the year.
- HWD – Lakehaven Blending Study – Tom, Matt and Mike Becker met with Stan French, Don Perry, Jon Bowman (Lakehaven) and Glen Boyd, HDR Engineering, Inc., to discuss the blending study update (Phase 2).



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6. STAFF / COMMISSIONERS / ATTORNEY INPUT

- Cascade Water Alliance – Tom and Matt will meet with Cascade Water Alliance representatives on August 14th to discuss options for wheeling Tacoma water from Lakehaven through HWD to Tukwila.
- Angle Lake Well Pump Repairs – Tom informed the Board that the estimate for repairing the pump is approximately \$16,000 and the estimate for repairing the pump motor is approximately \$30,000.

Debbie Prior

- King County Investment Pool – Debbie informed the Board that the Executive Finance Committee tabled a motion (in executive session) to separate the impaired investments. Debbie said the "Cheyne" investment was cashed out and is expected to have a 62% recovery over a six-year period and the "Rhinebridge" investment was also cashed out and is expected to have a 60% percent recovery over a six-year period. Debbie said the money collected will be transferred to the "non-impaired" pool. The Executive Finance Committee is currently researching municipal bonds for potential investments.
- Communications Goal - Debbie informed the Board that all the employees will be participating in a Communications Workshop given by Rhonda Hilyer, Agreement Dynamics, Inc. After the workshop, the employees will have a barbecue lunch.

Jerry Guite

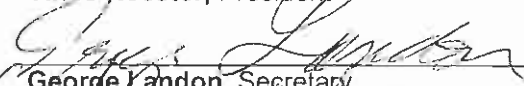
- Jerry asked management and staff to be pro-active in finding ways to cut operating costs of the District, especially during these difficult economic times.

There being no further business of the District, Commissioner Koester adjourned the meeting at 9:48 AM.

BOARD OF COMMISSIONERS



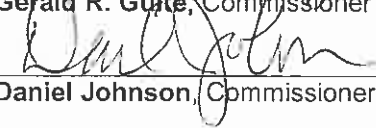
Vince Koester, President



George Landon, Secretary



Gerald R. Guite, Commissioner



Daniel Johnson, Commissioner

Kathleen Quong-Vermeire, Commissioner