

**Highline Water District
Minutes
October 18, 2006**

<p>COMMISSIONERS PRESENT Gerald R. Guite (arrived @ 4:02 p.m.) Vince Koester George Landon Kathleen Quong-Vermeire Daniel Johnson</p> <p>CONSULTANT(S) PRESENT None</p>	<p style="text-align: right;">STAFF PRESENT Matt Everett, General Manager Thomas Keown, Construction/Operations Manager Debra Prior, Administrative Manager Mary Fossos, Administrative Assistant Polly Daigle, Administrative Assistant</p> <p style="text-align: right;">ATTORNEY(S) PRESENT John Milne</p>
<p>Note: Strikeouts indicate absence</p>	

1. CALL TO ORDER

Commissioner Quong-Vermeire called the meeting to order at 4:00 p.m.

2. APPROVE AGENDA

Commissioner Landon moved to approve the Agenda. Commissioner Johnson seconded and the motion 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 October 4, 2006 Regular Meeting

VOUCHERS			ELECTRONIC TRANSFER		
Maintenance	\$	5,175.48	Payroll Tax	\$	22,121.59
Maintenance	\$	769,507.05	Direct Deposit	\$	57,657.62
Construction	\$	1,942.14	Dept. of Retirement	\$	5,740.64
Maintenance-Payroll	\$	1,190.62	Dept. of Retirement - Deferred Comp.	\$	3,148.00

Commissioner Landon moved to approve the consent agenda, Commissioner Johnson seconded and the motion carried unanimously.

4. RESOLUTIONS/MOTIONS

Resolution 06-10-18A authorizing settlement agreement with WSDOT relating to the state's acquisition of certain interests in real property owned by Highline Water District in connection with the state's freeway widening project. After discussion, Commissioner Johnson moved to approve, Commissioner Landon seconded and the motion passed unanimously.

Resolution 06-10-18B accepting as complete Federal Way Retail developer extension. After discussion, Commissioner Koester moved to approve, Commissioner Guite seconded and the motion carried unanimously.

Resolution 06-10-18C accepting as complete Traditions at Angle Lake developer extension. After discussion, Commissioner Landon moved to approve, Commissioner Koester seconded and the motion carried unanimously.



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4. RESOLUTIONS/MOTIONS

Resolution 06-10-18D awarding paving contract to AA Asphaltting, Inc. for the 43rd Ave. S. Water Main Replacement. After discussion, Commissioner Landon moved to approve, Commissioner Guite seconded and the motion carried unanimously.

Resolution 06-10-18E commending employee (Polly Daigle) for fifteen years of service to the District. Commissioner Landon moved to approve, Commissioner Guite seconded and the motion carried unanimously.

5. PUBLIC INPUT

No members of the public chose to speak.

6. STAFF / COMMISSIONERS / ATTORNEY INPUT

MATT EVERETT

Matt reviewed the following items from the Manager's Report of 10/18/06:

- Matt informed the Board that Clearwire US is requesting to amend the North Hill Tank site lease with the District in order to add 3 or 4 more antennas. District staff researched other utilities for a cost comparison. The Board agreed to a cost of \$700.00 per antenna/per year. A resolution to amend the current site lease with Clearwire US will go before the Board at the Tuesday, October 24, 2006 workshop meeting.
- Matt informed the Board that the District's unaccounted for water (January – September 2006) is under three percent, which is good news.
- Matt updated the Board on the status of the City of Kent permit fee regarding Project 02-4 Suburban View Water Main Replacement. Matt said he wrote Larry Blanchard, City of Kent Public Works Director, to ask why a time and materials account had not been set up as he had agreed to do after the District requested it. Larry Blanchard suggested that he and Matt arrange a meeting to discuss this matter.

TOM KEOWN

- Tom updated the Board on the status of Project 07-1/490 Zone and Project 07-2/McMicken Heights Production Well. The proposals from consultants are due on October 20, 2006. District staff will review the proposals and schedule the consultant interviews for the week of October 30, 2006. A resolution to award design contacts will go before the Board in November 2006.

DAN JOHNSON

- Commissioner Johnson thanked Matt, Tom and Mike Becker for taking him on a tour of the District's facilities.

GEORGE LANDON

- Commissioner Landon asked about the status of the radio read installations. Matt said the District paces the installations due to the expense of the MXUs, budgeting labor availability and scheduling future maintenance, i.e. battery replacement.



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7. EXECUTIVE SESSION – PERSONNEL (General Manager’s Contract)


RCW 42.30.110(g) - To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW 42.30.140(4), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public.

On motion duly made, an executive session was convened at 4:40 p.m. to discuss the negotiation of a new employment contract for the general manager. The executive session was attended by the commissioners, the general manager and the attorney. Commissioner Quong-Vermeire advised that the executive session would be concluded at approximately 4:50 p.m. The general manager was excused from the executive session at 4:45 p.m. At 4:50 p.m., the executive session was extended until 5:00 p.m. which was publicly announced. The executive session was concluded at 5:00 p.m. and open public meeting was reconvened. The Board then authorized the attorney to negotiate the terms and conditions of a new employment agreement with the general manager subject to the Board's review and approval of the agreement at the November 1, 2006 regular Board meeting.

There being no further business of the District, Commissioner Quong-Vermeire adjourned the meeting at 5:02 PM.

BOARD OF COMMISSIONERS


KATHLEEN QUONG-VERMEIRE, President


GERALD R. GUTE, Secretary


DANIEL JOHNSON, Commissioner


GEORGE LANDON, Commissioner


VINCE KOESTER, Commissioner