



**Highline Water District
Minutes
November 1, 2006**

<p>COMMISSIONERS PRESENT Gerald R. Guite 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 Koester 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 18, 2006 Regular Meeting
 October 24, 2006 Workshop Meeting

VOUCHERS			ELECTRONIC TRANSFER		
Maintenance	\$	70,333.18			
Construction	\$	163,695.55	Payroll Tax	\$	21,162.07
			Direct Deposit	\$	54,006.91
			Dept. of Retirement	\$	5,591.49
			Dept. of Retirement - Deferred Comp.	\$	3,148.00
			Dept. of Labor & Industries – L & I Tax	\$	8,610.46
			Dept. of Revenue – B & O Tax	\$	80,270.00

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

4. RESOLUTIONS / MOTIONS / MINUTE ENTRIES

Resolution 06-11-1A authorizing amendment to the Comprehensive Plan to allow extension to the Water District system (Pieper Main Extension). After discussion, Commissioner Guite moved to approve. Commissioner Landon seconded and the motion carried unanimously.

Resolution 06-11-1B authorizing construction contract to Johnson Controls, Inc. for Project 06-4 Security Upgrades, Phase 3. After discussion, Commissioner Koester moved to approve. Commissioner Guite seconded and the motion carried unanimously.



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4. RESOLUTIONS / MOTIONS / MINUTE ENTRIES

Commissioner Landon made a motion to revise the Board of Commissioners' meeting schedule, effective November 28, 2006 as follows:

Regular Board Meetings:

- First Wednesday of the Month @ 9:00 AM
- Third Wednesday of the Month @ 4:00 PM

Workshop Board Meeting:

- Fourth Tuesday of the Month @ 9:00 AM

Commissioner Koester seconded and the motion passed unanimously. John Milne, the District's legal counsel, informed the Board that per the Open Public Meetings Act (RCW 42.30.070) a resolution would need to be brought before the Board in order to establish the new meeting schedule. District staff will prepare Resolution 06-11-1C for the Board members signatures at the November 15, 2006 meeting.

5. PUBLIC INPUT

No members of the public attended the meeting.

6. STAFF / COMMISSIONERS / ATTORNEY INPUT

MATT EVERETT

Matt reviewed the following items from the Manager's Report of 11/1/06:

- Matt will bring a resolution to the Board at the November 15th meeting to approve the 2007 Highline Non-Union Employees Salary Grid based on the recent Koss Management Consulting Salary & Benefits survey data.
- Matt said the Bargaining Unit (Union) Negotiations will start on November 14th.
- Matt said the final discussion for the Preliminary District Budget & Capital Improvement Plan will be at the November 28th Board Workshop.

TOM KEOWN

- Tom said next week (11/7/06 & 11/08/06) training on the District's telemetry software will be held at S & B's office.
- Lake Fenwick PRV – Dan, Todd and Shane are currently working on this project. The prepackaged vault was delivered today and installed. Staff hopes to have it operable by this Friday (weather permitting).
- Project 03-2 PHS (City of Kent): District crews are continuing to raise valves.
- District crews are cut-n-capping the water main at the Radisson for the future light rail project.

DEBBIE PRIOR

- Debbie informed the Board that the State Auditor began the District's audit on Monday, October 30, 2006. The entrance conference will be held at the November 15, 2006 Board meeting.



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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.

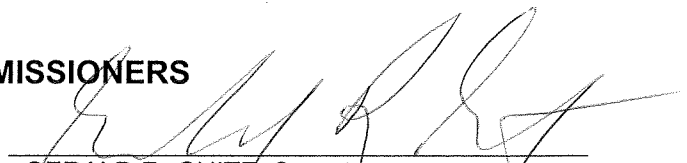
On motion duly made, seconded and carried unanimously, an executive session was convened at 4:25 p.m. to discuss the negotiation of a new employment contract for the general manager. The executive session was attended by the commissioners, the general manager and the attorney. Commissioner Quong-Vermeire advised that the executive session would be concluded at approximately 4:40 p.m. At 4:35 p.m., the general manager was excused from the executive session. At 4:40 p.m., the executive session was extended until 5:00 p.m. which was publicly announced. At 5:00 p.m., the executive session was extended until 5:10 p.m. which was publicly announced. The general manager rejoined the executive session at 5:05 p.m. at 5:10 p.m., the executive session was concluded and open public meeting was reconvened.


Following discussion, Commissioner Koester made the motion to approve a new employment agreement with the general manager for a three year period commencing January 1, 2007 including Compensation Option 2 as set forth in a memo to the Board, a maximum of a four percent deferred compensation match and as modified to reference compensation and benefits in Section 8 of the draft agreement in the event of termination of employment for just cause. Commissioner Guite seconded the motion which was carried unanimously. The Board then authorized and directed the manager and the attorney to revise and complete the agreement with the terms and conditions approved by the Board and to submit the final agreement for signature by the Board President at the next regular meeting.


There being no further business of the District, Commissioner Quong-Vermeire adjourned the meeting at 5:10 PM.

BOARD OF COMMISSIONERS


KATHLEEN QUONG-VERMEIRE, President


GERALD R. GUITÉ, Secretary


DANIEL JOHNSON, Commissioner


GEORGE LANDON, Commissioner

VINCE KOESTER, Commissioner