



**Highline Water District
Minutes
December 20, 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, Engineering/Operations Manager Debra Prior, Administrative Manager Mary Fossos, Project Coordinator, CIPs Polly Daigle, Project Coordinator, DEs</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 Johnson moved to approve the Agenda. Commissioner Landon 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 December 6, 2006 Regular Meeting

VOUCHERS		ELECTRONIC TRANSFER	
Maintenance	\$ 5,298.44	Payroll Tax	\$ 29,410.16
Maintenance	\$ 364,360.71	Direct Deposit	\$ 65,893.86
Maintenance-Payroll	\$ 3,419.27	Dept. of Retirement	\$ 5,660.22
Construction	\$ 130,010.91	Dept. of Retirement - Deferred Comp.	\$ 3,148.00

Commissioner Koester's motion to approve was seconded by Commissioner Guite and carried unanimously.

4. RESOLUTIONS / MOTIONS / MINUTE ENTRIES

Resolution 06-12-6A awarding design contract #06-60-17 to Robinson, Noble and Saltbush, Inc., for Project 07-2 McMicken Heights Production Well. After discussion, Commissioner Landon's motion to approve was seconded by Commissioner Guite and carried unanimously.

Resolution 06-12-6B accepting as complete Project SW06-3 Moonlight Trail Private Service Line Replacements. After discussion, Commissioner Landon's motion to approve was seconded by Commissioner Guite and carried unanimously.

Resolution 06-12-20A approving the 2007 Operating Budget. After discussion, Commissioner Landon's motion to approve was seconded by Commissioner Guite and



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carried unanimously.

Resolution 06-12-20B approving the 2007 Capital Improvement Plan. After discussion, Commissioner Koester's motion to approve was seconded by Commissioner Quong-Vermeire and carried unanimously.

Resolution 06-12-20C approving the 2007 Goals and Objectives. After discussion, Commissioner Koester's motion to approve was seconded by Commissioner Johnson and carried unanimously.

Resolution 06-12-20D authorizing amendment to Comprehensive Plan (Sunset Station developer extension). After discussion, Commissioner Koester's motion to approve was seconded by Commissioner Landon and carried unanimously.

Resolution 06-12-20E authorizing General Engineering Services Contract #06-50-19 with PACE Engineers, Inc. After discussion, Commissioner Koester's motion to approve was seconded by Commissioner Landon and carried unanimously.

Resolution 06-12-20F authorizing Consultant Agreement #06-50-20 with S & B, Inc. for SCADA System Support Services. After discussion, Commissioner Landon's motion to approve was seconded by Commissioner Guite and carried unanimously.

Resolution 06-12-20G authorizing Consultant Agreement #06-50-21 with Shannon & Wilson, Inc. for geotechnical explorations and preliminary engineering for Project 07-3 Weaver Water Main Replacement. After discussion, Commissioner Landon's motion to approve was seconded by Commissioner Guite and carried unanimously.

Resolution 06-12-20H authorizing approval of Local 32 Union Contract. After discussion, Commissioner Landon's motion to approve was seconded by Commissioner Guite and carried with a four-to-one vote.

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 12/20/06:

- Matt stated that attached to the manager's report were memorandums from Dave Stanley outlining the main breaks and repairs that were necessary due to the wind storm.
- Matt said he received a call from the Des Moines Police Department requesting the use of District property to set up surveillance equipment. Matt said the District



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6. STAFF / COMMISSIONERS / ATTORNEY INPUT

will require a right-of access and hold harmless agreement from the City.

- Matt mentioned that he and Tom attended an Emergency Management meeting at Northshore. Matt said that several layers of communication are recommended, i.e., radios, cell phones, 800 mhz radios, etc. Also, mentioned was a GET card which allows priority to government agencies for phone calls in the event of an emergency. Matt said they offered emergency kits which the District may purchase.
- Matt said he and Tom met with Highline School District (HSD) officials at Mt. Rainier High School to discuss drilling a test well on school district property. Matt will send the right-of-entry and hold harmless forms to John Milne to review once we receive them from HSD.

JOHN MILNE

- John said he will give a presentation on the Open Public Meetings Act at the 2007 Commissioners' Workshop to be held on Saturday, January 6, 2007 in Lynnwood.

TOM KEOWN

- Tom gave kudos to staff for their efforts during and after the wind storm. Tom said Mike Becker, Scott Douglas and the operations staff worked through the nights to make sure the generators had enough fuel to keep the facilities running properly.

Dave Stanley and Tom also walked the area where problems had occurred and spoke with the customers. Considering the wind storm and water outage, the customers were very courteous and neighborly.

DEBBIE PRIOR

- Debbie informed the Board that the State audit is almost complete. The exit conference is scheduled for January 17, 2007 at the Board meeting.

VINCE KOESTER

- Commissioner Koester inquired about adding diesel storage at the headquarters site in order for the District to be more self-sufficient in the event of an emergency. Matt said he has discussed this with management and will ask staff for their suggestions.

DANIEL JOHNSON

- Commissioner Johnson thanked the staff for all their efforts during the wind storm.

KATHLEEN QUONG-VERMEIRE

- Commissioner Quong-Vermeire thanked the staff for all their efforts during the wind storm and wished everyone a Merry Christmas and a Happy New Year!



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There being no further business of the District, Commissioner Quong-Vermeire adjourned the meeting at 5:19 PM.

BOARD OF COMMISSIONERS

Kathleen Quong-Vermeire
KATHLEEN QUONG-VERMEIRE, President

Gerald R. Guite
GERALD R. GUTE, Secretary

Daniel Johnson
DANIEL JOHNSON, Commissioner

George Landon
GEORGE LANDON, Commissioner

Vince Koester
VINCE KOESTER, Commissioner