



Highline Water District  
**Minutes**  
 December 6, 2006

<b>COMMISSIONERS PRESENT</b> Gerald R. Guite Vince-Koester George Landon Kathleen Quong-Vermeire Daniel Johnson <b>CONSULTANT(S) PRESENT</b> None	<b>STAFF PRESENT</b> Matt Everett, General Manager Thomas Keown, Engineering/Operations Manager Debra Prior, Administrative Manager Mary Fossos, Project Coordinator, CIPs Polly Daigle, Project Coordinator, DEs <b>ATTORNEY(S) PRESENT</b> John Milne
<b>Note: Strikeouts indicate absence</b>	

**1. CALL TO ORDER**

Commissioner Quong-Vermeire called the meeting to order at 9:00 a.m.

**2. APPROVE AGENDA**

Commissioner Guite 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** November 15, 2006 Regular Meeting  
 November 28, 2006 Workshop Meeting

VOUCHERS			ELECTRONIC TRANSFER		
Maintenance	\$	152,919.28	Payroll Tax	\$	21,820.81
Construction	\$	406,301.21	Direct Deposit	\$	56,682.25
			Dept. of Retirement	\$	5,811.86
			Dept. of Retirement - Deferred Comp.	\$	3,148.00
			Dept. of Revenue – B & O Taxes	\$	58,281.54

Commissioner Guite's motion to approve was seconded by Commissioner Landon 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



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**4. RESOLUTIONS / MOTIONS / MINUTE ENTRIES**

Service Line Replacements. After discussion, Commissioner Landon's motion to approve was seconded by Commissioner Guite and carried unanimously.

Resolution 06-12-6C awarding design contract #06-60-18 to PACE Engineers, Inc., for Project 07-3 Weaver Addition Water Main Replacement. After discussion, Commissioner Landon's motion to approve was seconded by Commissioner Guite and carried unanimously.

**5. PUBLIC INPUT**

No members of the public attended the meeting.

**6. STAFF / COMMISSIONERS / ATTORNEY INPUT**

MATTEVERETT

*Matt reviewed the following items from the Manager's Report of 12/6/06:*

- Matt asked the Board if they would like to cancel the December 26, 2006 Workshop meeting due to the Christmas Holiday. The Board agreed to cancel the meeting.
- Matt informed the Board that he and Tom met with the engineer of Water District No. 54 to discuss concerns of storage and fire flow. The City of Des Moines criteria for fire flow is 5,000 gpm. WD 54's Board may be talking to Highline about this issue in the near future.
- Matt and Tom met with local fire districts (Seatac, KCFD #2, SKFR) to discuss fire hydrant maintenance. SKFR suggested joint summer help for painting the hydrants.
- Matt informed the Board of the following changes to the 2007 Draft Operating Budget:
  - Rate Study and GFC/LFC Study - \$50,000
  - Board Meeting Room Dome Repair - \$15,000
  - Join Kent Chamber of Commerce - \$435 (yearly fee)
  - Telemetry Server - \$2,800
- Matt asked the Board to review the Draft Newsletter. Matt mentioned that the rates will not be raised again in 2007. A rate study will be done in 2007 to determine rate changes for 2008.

TOM KEOWN

- Project 02-4 Suburban View Water Main Replacement: Tom informed the Board that the City of Kent changed the permit fee structure to a time-and materials basis in lieu of 8% of the total construction costs. The cost was approximately \$5,000.
- Project 05-3 16<sup>th</sup> Ave S Water Main Replacement: Tom said the project is going



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well and the contractor is on schedule in spite of the recent cold, snowy weather.

- Project 05-4 Old Military Rd S Water Main Replacement: Tom said the City of Seatac (lead agency) will bid this project in approximately two weeks. Tom said the construction will start in April 2007.
- Project 06-2 Hidden Valley Water Main Replacement: Tom and Matt have met with all the residents that are potentially impacted with the main location. The Harris residents have not committed to an easement agreement at this time.

DEBBIE PRIOR

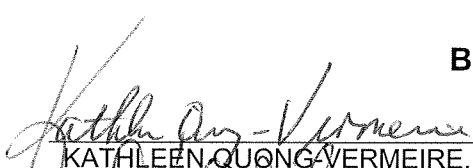
- WSGA – Debbie informed all but one vehicle has sold. The net proceeds for the surplus vehicles are approximately \$18,000.
- District Audit – The State Auditor (Martin Turney) will finish field work by the end of this week.
- Debbie informed the Board that the GBA training is complete for 2006.
- Debbie informed the Board that employees are scheduled for MS Outlook email training next week.


KATHLEEN QUONG-VERMEIRE

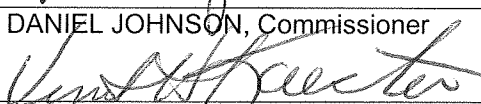
Commissioner Quong-Vermeire stressed how important the legal challenge is to defend the 2003 Municipal Water Law. The WWUC will assist Washington State with this legal challenge.


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

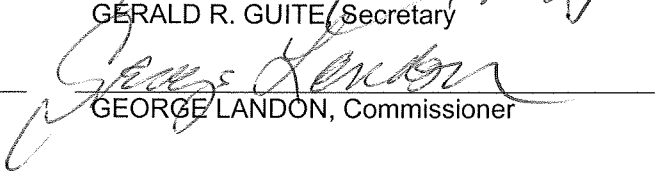
**BOARD OF COMMISSIONERS**

  
KATHLEEN QUONG-VERMEIRE, President

  
DANIEL JOHNSON, Commissioner

  
VINCE KOESTER, Commissioner

  
GERALD R. GRITE, Secretary

  
GEORGE LANDON, Commissioner