



Highline Water District
Minutes
 January 17, 2007

COMMISSIONERS PRESENT

Gerald R. Guite
 Vince Koester
 George Landon
 Kathleen Quong-Vermeire
 Daniel Johnson

CONSULTANT(S) PRESENT

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

ATTORNEY(S) PRESENT

John Milne

Note: Strikeouts indicate absence

1. CALL TO ORDER

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

2. APPROVE AGENDA

Commissioner Landon moved to approve the Agenda. Commissioner Koester 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 January 3, 2007 Regular Meeting

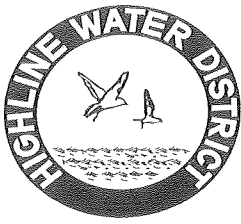
VOUCHERS		ELECTRONIC TRANSFER	
Maintenance	\$ 344,582.93	Payroll Tax	\$ 24,342.86
Construction	\$ 688.04	Payroll Tax	\$ 79.68
Maintenance-Payroll	\$ 129.09	Direct Deposit	\$ 65,471.66
		Dept. of Retirement	\$ 6,446.14
		Dept. of Retirement - Deferred Comp.	\$ 3,148.00

Commissioner Landon's motion to approve the consent agenda was seconded by Commissioner Koester and carried unanimously.

3A EXIT CONFERENCE – WASHINGTON STATE AUDITOR

Martin Turney, Assistant Audit Manager, James Griggs, Audit Manager

After introductory comments, Martin Turney, Assistant Audit Manager, distributed a draft Accountability Audit Report. The audit focused on specific areas that have potential for abuse and misuse of public resources, such as financial statement preparation and journal entries; legal compliance with the Open Public Meetings Act; internal controls and compliance with federal requirements. There were no findings, no management letter or recommendations. Mr. Turney informed the Board that the final reports will be issued in approximately two weeks. Mr. Turney and James Griggs, Audit Manager, thanked District staff for all their efforts.



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3B	KING COUNTY WATER DISTRICT NO. 54 (KCWD 54) - PRESENTATION Eric Clarke, Manager, John Hastig, P.E., Gray & Osborne, KCWD 54 Commissioners
	Mr. Hastig gave an overview of the fire flow requirements of the City of Des Moines and stated that KCWD 54 would like to purchase fire flow storage from Highline Water District in order to meet the new City requirements. Highline's Board requested a proposal in writing and would schedule to discuss the options at the next Board Workshop.

4. RESOLUTIONS / MOTIONS / MINUTE ENTRIES

Resolution 07-1-17A authorizing Amendment No. 3 for communication site lease with Nextel West Corp (Mansion Hill Tank site). The amendment will allow for the installation of additional communications equipment on the premises, provide for the adjustment of the Base Rent and provide for a security deposit and updated addresses and representative names for notice purposes. After discussion, Commissioner Landon's motion to approve was seconded by Commissioner Quong-Vermeire and carried unanimously.

5. PUBLIC INPUT

No members of the public attended the meeting.

6. STAFF / COMMISSIONERS / ATTORNEY INPUT

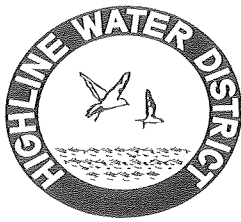
MATT EVERETT

Matt reviewed the following items from the Manager's Report of 1-17-07:

- WASWD Spring Conference (Pasco) April 26 & 28 – Matt asked the Board members to let him know if they were planning to attend in order to reserve hotel rooms.
- 2008 Water Comprehensive Plan Update – District management and key staff interviewed four candidates to update the comprehensive plan and chose BHC Consultants. A main focus will be on asset management, and a rate study which will be completed separately, by FCS Consultants.
- 2006 HWD Water Supply vs. Water Sales Report – Matt informed the Board that the unaccounted for water has dropped in 2007 to 2.43%.
- Matt invited the Board to attend the retirement luncheon at the District (1/26/07 – 12:00 PM) for Mike Davis who began his career with the District twenty-two years ago (1/28/85).

TOM KEOWN

- Project 06-2 Hidden Valley – Currently working with the property owners regarding the pipe alignment and obtaining easements. The goal is to bid the project in early summer 2007.
- Project 07-2 McMicken Hts. Production Well – Mike Becker and Tom Keown marked the location for the well. Staff will follow up with a survey.



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TOM KEOWN

- Test Well at Mt. Rainier High School – Tom talked to the project manager regarding the location. We will follow-up with a letter to Andrea Johnson to obtain a Right-of-Entry agreement from the Highline School District and provide them with an indemnification agreement.
- S. 268th St. & Pacific Hwy. S. – A developer found a well and pump house at the site. Tom will contact the property owner and look into the potential to rehabilitate this well and run water to the Star Lake tank partially through a revised easement across the developer's property.

DEBBIE PRIOR

- Debbie informed the Board that the new mileage rate was increased to 48.5 cents.
- Debbie also reminded the Board to complete their PDC filing. She offered to provide them with the F-1 forms if needed.

KATHLEEN QUONG-VERMEIRE

- Emergency Preparedness Kit - Kathleen requested that staff look at the contents of the kit she purchased at the Emergency Management meeting at Northshore. Kathleen would like the District to provide a kit to each employee.
- Kathleen and Vince asked Matt if the District was going to hook up Comcast cable news channels within the office building. Matt said he would look into it.

DANIEL JOHNSON

- Dan thanked Debbie and staff members for another clean audit.

JERRY GUITE

- Jerry said he attended the Kent Chamber of Commerce meeting. He said there is a lunch scheduled the 2nd Friday of each month at noon.



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There being no further business of the District, Commissioner Guite adjourned the meeting at 5:03 PM.


BOARD OF COMMISSIONERS




Gerald R. Guite, President




Vince Koester, Secretary



Daniel Johnson, Commissioner



George Landon, Commissioner



Kathleen Quong-Vermeire, Commissioner