



Highline Water District Minutes October 3, 2007

<p>COMMISSIONERS PRESENT Gerald R. Guite Vince Koester George Landon Kathleen Quong-Vermeire Daniel Johnson</p> <p>CONSULTANT(S) PRESENT Brian Riehs, Veba Service Group, LLC</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 Guite called the meeting to order at 9:00 AM.

2. APPROVE AGENDA

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

3A. CONSENT AGENDA

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: September 25, 2007 Workshop

VOUCHERS		ELECTRONIC TRANSFER	
Maintenance	\$ 112,422.52	Payroll Tax	\$ 20,839.40
Construction	\$ 199,029.62	Direct Deposit	\$ 55,018.36
		Dept. of Retirement	\$ 7,918.75
		Dept. of Retirement – Deferred Comp.	\$ 2,738.50
		HRA VEBA	\$ 375.00
		Dept. of Revenue – B & O Tax	\$ 73,373.39

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

3B. HRA VEBA SAVINGS ACCOUNT PRESENTATION

Matt proposed to the Commissioners a plan for the District to contribute to the HRA-VEBA Plan on behalf of all employees in the Non-Bargaining Group who are eligible and the Board of Commissioners. The contributions on behalf of each eligible employee and commissioner, shall be based on the selected funding formulas as outlined in Section 3.05.055/ HRA-VEBA of the Personnel Manual. The contributions would take effect on January 1, 2008.

Brian Riehs with the Veba Service Group, LLC, was in attendance to answer questions. After discussion, Commissioner Koester's motion to approve the HRA-VEBA plan revision was seconded by Commissioner Landon and carried unanimously.



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4. RESOLUTIONS / MOTIONS / MINUTE ENTRIES

No resolutions were brought before the Board.
See Item 3B for approved motion.

5. PUBLIC INPUT

No members of the public attended the meeting.

6. STAFF / COMMISSIONERS / ATTORNEY INPUT

Matt Everett

Matt commented on the following items from the Manager's Report of October 3, 2007:

- Cooper Homes – Request for Leak Credit – The office manager with Cooper Homes wrote a letter to Matt requesting an appeal or adjustment of their water bill consumption between July 13 and September 13, 2007. The increase of their bill was due to a malfunctioning toilet. The District's policy as outlined in Section 11.04.120 Leak Adjustments of the Highline Water District Code Book states "*Leak adjustments are to be given only for the repair and/or replacement of service line and irrigation line leaks, and only with documentation the repair or replacement is completed.*" After discussion, a motion by Commissioner Koester to deny authorizing a leak adjustment to Cooper Homes was seconded by Commissioner Quong-Vermeire and carried unanimously.
- Matt informed the Board of an emergency repair at 25404 16th Pl. S. on Sunday, September 23, 2007. The District's standby duty employee (Jerry Cella) received notification at 3:20 PM and was on site by 4:15 PM. Jerry throttled down the valves to isolate the area. Jerry called in a crew and the repairs were completed and full pressure was restored by 8:30 PM. The only restoration needed is top soil and seed.
- Matt informed the Board that he would be speaking (from his perspective as a general manager) at the WASWD Commissioner Workshop Meeting in Lynnwood on Saturday, January 6th, 2007. Commissioner Koester will also give a speech from his perspective as a commissioner.

Tom Keown

- Project 06-2 Hidden Valley Water Main Replacement – Tom informed the Board that a site meeting is scheduled tomorrow with Kar-Vel Construction and Advanced Boring Specialists to discuss the bore issues.
- Emergency Main Repair @ Thunderbird Drive & S. 230th Street – Tom informed the Board that the District's on-call employee (Shane Heflen) was notified of a main rupture on Tuesday, October 2nd at 4:50 p.m. Shane responded and had the valves shut off by 5:20 PM. District crews responded and the water main was put back in



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6. STAFF / COMMISSIONERS / ATTORNEY INPUT

service at approximately 12:00 midnight. South King Fire and Rescue also assisted by diverting water away from the residences which reduced flood damage to neighborhood homes.

- Tom informed the Board that Jon Seibel was hired for the Treatment/Scada Operator-Lead position.

Kathleen Quong-Vermeire

- Kathleen attended the WUUC meeting held in Spokane on September 28th. Kathleen stated that Leslie Gates with the Dept. of Health received funds to promote tap water. Kathleen said she would like Ms. Gates to give a presentation through WASWD.

7. EXECUTIVE SESSION
PORT OF SEATTLE SERVICE AREA DISPUTE (POTENTIAL LITIGATION)

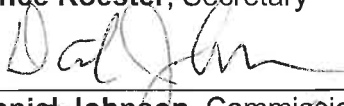
At 9:43 a.m., Commissioner Guite called an Executive Session to discuss litigation issues per RCW 42.30.110(1). The District's attorney, John Milne, estimated an adjournment of approximately fifteen (15) minutes. At 9:58 a.m., the District's attorney extended the executive session which concluded at 10:23 a.m. At 10:24 a.m., the Board reconvened to the public portion of the meeting.

There being no further business of the District, Commissioner Guite adjourned the meeting at 10:25 AM.

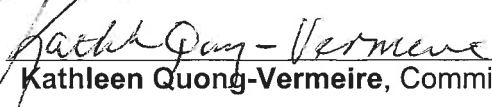
BOARD OF COMMISSIONERS


Gerald R. Guite, President


Vince Koester, Secretary


Daniel Johnson, Commissioner


George Landon, Commissioner


Kathleen Quong-Vermeire, Commissioner