



Highline Water District Minutes November 21, 2007

<p>COMMISSIONERS PRESENT Gerald R. Guite Vince Koester George Landon Kathleen Quong-Vermeire Daniel Johnson</p> <p>CONSULTANT(S) PRESENT</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 Landon's motion to approve the agenda was seconded by Commissioner Koester and carried unanimously.

3. 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: November 7, 2007 Regular Minutes

VOUCHERS		ELECTRONIC TRANSFER	
Maintenance	\$ 553,817.58	Payroll Tax	\$ 21,207.76
Construction	\$ 164,735.90	Direct Deposit	\$ 59,517.32
Maintenance-Payroll	\$ 249.14	Dept. of Retirement	\$ 8,176.74
		Dept. of Retirement – Deferred Comp.	\$ 2,763.50
		HRA VEBA	\$ 2,330.46
		Dept. of Revenue – B & O Tax	\$ 52,798.40

Commissioner Landon made a motion to approve the consent agenda. Commissioner Johnson seconded and the motion carried unanimously.

4. RESOLUTIONS / MOTIONS / MINUTE ENTRIES

Resolution 07-11-21A awarding construction contract #07-70-17 to UCMC LLC / Mocon Corp. for Project 07-3 Weaver Water Main Replacement (Pipe Bursting Portion). After discussion, Commissioner Landon's motion to approve was seconded by Commissioner Johnson and carried unanimously.

5. PUBLIC INPUT

No members of the public attended the meeting.



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6. STAFF / COMMISSIONERS / ATTORNEY INPUT

JOHN MILNE, HWD Attorney

- Mr. Milne submitted to the Board of Commissioners for their consideration, a proposal to increase his rates/fees in 2008. After discussion, Commissioner Koester's motion to authorize the requested increase in rates and fees (effective January 1, 2008), was seconded by Commissioner Landon and carried unanimously.

Matt Everett

Matt commented on the following items from the Manager's Report of November 21, 2007:

- Matt informed the Board that Section 11 of his employment contract provides for an annual performance review and Section 2.1 addresses step and pay increases. Matt distributed an evaluation form for each Commissioner to complete. John Milne, the District's attorney, recommended the Board discuss the performance review in an executive session and invite Matt to attend.
- Matt informed the Board that he discussed with other utility managers the Cost of Living Adjustment (COLA) they were considering for their employees. Matt said the District's union employees previously negotiated a 3.4% adjustment. Matt recommended to the Board to give the non-union employees a 3.4% general wage increase.

After discussion, Commissioner Landon's motion to authorize a 3.4% general wage increase for the non-union employees was seconded by Commissioner Koester and carried unanimously.

- Matt distributed the District's draft Winter Newsletter to the Board for their review and comments.

Tom Keown

- Project 06-2 Hidden Valley Water Main Replacement – Tom informed the Board that the boring subcontractor, Professional Underground Services, lost the Vemeer reamer inside the bore. They will bring a larger machine on site to retrieve the lost equipment and then continue their work. Kar-Vel is working on the open-cut portion of the Weaver Water Main Replacement.
- Project 06-3 2008 Comprehensive Plan Update - District staff met with BHC and WD #54's engineer last week to discuss fire flow issues. The City of Des Moines has reduced the requirement to 1,500 gpm for 3 hours.

GHD will complete the final draft for the Asset Management Plan by the end of this year. District staff will bring the plan to the Board in January 2008.



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6. STAFF / COMMISSIONERS / ATTORNEY INPUT

- Project 06-4 Security Upgrades, Phase 3 – JCI is checking cameras, motion sensors, etc. at all sites for quality assurance.
- New Alaska Trailer Park – Commissioner Guite received an email from a tenant regarding low water pressure. District staff will monitor pressure from nearby hydrant to determine if the problem resides within the District's water mains or the trailer park's water pipes.

Debbie Prior

- Debbie scheduled a meeting with Yantis Acoustical for Tuesday, November 27th, to discuss potential solutions for the acoustical issues with the dome ceiling in the Board room. Debbie will report back to the Board in December.
- Debbie said the audit is going well.

Kathleen Quong-Vermeire

- Commissioner Quong-Vermeire wished everyone a Happy Thanksgiving.
- Commissioner Quong-Vermeire asked Debbie for an update with the King County Investment Pool regarding which entity (King County Treasury or the Pool) would absorb the losses on the Commercial Paper Investments. Commissioner Quong-Vermeire also requested from Debbie the names of the Board of Trustees and a copy of the by-laws.

Debbie will contact Mike Smith with the King County Treasury Department and report back to the Board.

Dan Johnson

- Commissioner Johnson invited staff to a post election party scheduled for Saturday, November 24th from 3:00 pm to 6:00 pm.

Vince Koester

- Commissioner Koester attended the WASWD Section IV meeting on Monday (11/19/07). Discussed at the meeting was the "3 Ways, 3 Days" emergency plan which includes Making a Plan, Building a Kit, and Getting Involved. Commissioner Koester encouraged everyone to take steps to be prepared for an emergency.

7. EXECUTIVE SESSION

PORT OF SEATTLE SERVICE AREA DISPUTE (POTENTIAL LITIGATION)

As permitted by RCW 42.30.110(1), the Board may adjourn to discuss specific matters. The purpose and length of time needed for the executive session is to be announced for the record. The Board may discuss with legal counsel representing the agency matters related to agency enforcement actions, or to discuss with legal counsel representing the agency, litigation or potential litigation to which the agency, the governing body or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency.



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

Commissioner Guite adjourned to executive session at 9:45 a.m. The District's attorney requested fifteen (15) minutes. At 10:00 a.m. the attorney announced the executive session would be extended ten (10) minutes. Commissioner Koester excused himself from the executive session at 10:05 a.m. due to a prior commitment. At 10:10 a.m. the Board reconvened to the public portion of the meeting.

On motion duly made, seconded and carried, the Board of Commissioners authorized the General Manager to send a letter to Michael Smith, Manager, Mechanical Systems, Port of Seattle, responding to his 11/9/07 letter to the District.

There being no further business of the District, Commissioner Guite adjourned the meeting at 10:12 AM.

BOARD OF COMMISSIONERS



Gerald R. Guite, President



Vince Koester, Secretary



Daniel Johnson, Commissioner



George Landon, Commissioner



Kathleen Quong-Vermeire, Commissioner