



Highline Water District Workshop Minutes November 27, 2007

COMMISSIONERS PRESENT

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

CONSULTANT PRESENT

STAFF PRESENT

Matt Everett, General Manager
Thomas Keown, Engineering/Operations Manager
Debra Prior, Administrative Manager
Mary Fossos, Project Coordinator, CIPs

ATTORNEY PRESENT

John Milne

Note: Strikeouts indicate absence

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.

3. **GEMS FINANCIAL PRESENTATION**

Debbie introduced Mary E. Myers, Director of Sales & Marketing at Harris. Ms. Myers gave a power-point presentation of the Government E-Management Solutions (GEMS) software they are proposing to replace the District's current financial program that is DOS based and using obsolete hardware. The GEMS financial software is Windows based and compatible with the District's hardware and integrates with the Harris North Star billing software.

4. **2008 BUDGET (FINAL DRAFT)**

Matt and Debbie reviewed the proposed 2008 Operating Budget and received input from the Commissioners.

Commissioner Quong-Vermeire requested District staff review the District's policy (if applicable) for the maintenance of tanks and cell company lease revenues.

Commissioner Quong-Vermeire requested more detail for Loss of Revenue, i.e., the percentages for loss of customers vs. conservation by customers.

5. **2008 CAPITAL IMPROVEMENT PLAN (FINAL DRAFT)**

Tom provided an overview of the proposed projects scheduled in 2008 Capital Improvement Plan.

6. **2008 GOALS AND OBJECTIVES (FINAL DRAFT)**

Matt briefly went over the proposed 2008 Goals and Objectives. Matt said District will staff will emphasize effective internal and external communication in addition to the other goals.



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Workshop Minutes
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7. THUNDERBIRD DRIVE WATER MAIN REPLACEMENT PROJECT

Matt and Tom briefly went over the project with the Board. After discussion, a motion was duly made, seconded and carried by the Board to authorize District staff to proceed with this project as soon as possible.

8. EXECUTIVE SESSION – GENERAL MANAGER PERFORMANCE REVIEW

42.30.110(g) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW [42.30.140\(4\)](#), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public.

Commissioner Guite adjourned to executive session at 10:58 a.m. The General Manager was the only staff member present. The executive session was expected to take fifteen minutes. At 10:13 a.m. the Board reconvened to the public portion of the meeting. After discussion, a motion was duly made, seconded and carried to increase (effective January 1, 2008) the General Manager's pay as outlined in his current employment contract to Step VI of the 2008 General Manager's pay scale. The Board unanimously agreed that the General Manager's performance meets or exceeds the Commissioners' expectations.

There being no further business of the District, Commissioner Guite adjourned the meeting at 11:00 AM.

BOARD OF COMMISSIONERS



Gerald R. Guite, President



Vince Koester, Secretary



Daniel Johnson, Commissioner



George Landon, Commissioner



Kathleen Quong-Vermeire, Commissioner