



# Highline Water District Minutes November 7, 2007

**COMMISSIONERS PRESENT**

Gerald R. Guite  
~~Vince Keester~~  
 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 AM.

**2. APPROVE AGENDA**

Commissioner Johnson's motion to approve the agenda was seconded by Commissioner Landon 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:** October 17, 2007 Regular Minutes  
 October 23, 2007 Workshop

VOUCHERS		ELECTRONIC TRANSFER	
Maintenance	\$ 5,122.86	Payroll Tax	\$ 22,225.62
Maintenance	\$ 109,812.30	Direct Deposit	\$ 58,072.14
Construction	\$ 249,672.68	Dept. of Retirement	\$ 8,410.45
		Dept. of Retirement – Deferred Comp.	\$ 2,738.50
		HRA VEBA	\$ 375.00
		Dept. of L & I	\$ 5,453.58

Commissioner Johnson made a motion to approve the consent agenda as amended to add Item 3A – State Auditor Entrance Conference. Commissioner Landon seconded and the motion carried unanimously.

**3A STATE AUDITOR ENTRANCE CONFERENCE (Chris Kelly, Michael Pursley)**

Auditor Chris Kelly introduced himself to the Board and staff. Chris gave a brief overview of his financial background and commented on the items to be audited. Chris said the District would receive an Accountability Report and an Opinion of Financial Reports. They anticipate completing their work at the District by November 30, 2007.



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## 4. RESOLUTIONS / MOTIONS / MINUTE ENTRIES

Resolution 07-11-7A accepting developer extension as complete (Sunset Gardens). After discussion, Commissioner Landon's motion to approve was seconded by Commissioner Johnson and carried unanimously.

Resolution 07-11-7B accepting as complete the S. 175<sup>th</sup> St. Water Main Replacement Project (King Construction). After discussion, Commissioner Landon's motion to approve was seconded by Commissioner Johnson and carried unanimously.

Resolution 07-11-7C awarding Construction Administrative Services Contract #07-80-16 to PACE Engineers, Inc. for Project 07-3 Weaver Water Main Replacement. After discussion, Commissioner Johnson's motion to approve was seconded by Commissioner Landon and carried unanimously.

## 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 November 7, 2007:

- Matt said that he, Tom and Teya met with Larry Blanchard, City of Kent Public Works Director, and Brad Lake, the City's Water Manager, to discuss service area issues. Matt said there six (6) areas in potential dispute. Matt has asked the City of Kent to respond to their position on each of the respective areas including the Punjab Plat. Matt will update the Board at a future Board meeting.

### **Tom Keown**

- Tom introduced Jon Seibel, the District's new Scada/Telemetry Lead, to the Board of Commissioners. Jon gave a brief overview of his work history. The Board welcomed Jon to the District.
- Project 06-2 Hidden Valley Water Main Replacement – Tom informed the Board that the pilot bore is complete. The boring contractor is currently reaming to make the bore large enough for the plastic conduit. The boring work is estimated to be completed in approximately two weeks. Kar-Vel Construction has completed the majority of the open-cut water main installation.

### **Jerry Guite**

- Commissioner Guite stated that he received an email from a New Alaska Trailer Park resident. The residents of the trailer park are having issues with low water pressure. Tom said the District believes the problem is with the private-side plumbing at the trailer park. District staff will contact the trailer park manager to



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

investigate the problem further.

**Kathleen Quong-Vermeire**

- Commissioner Quong-Vermeire attended the Water Use Efficiency Conference in Pasco and commented that the Tap Water Campaign presentation was excellent.

**Dan Johnson**

- Commissioner Johnson congratulated Commissioner Landon on his reelection to the Board. Dan also thanked Commissioner Guite for all his help.

**George Landon**

- Commissioner Landon said he would have an acoustical representative contact Debbie or Matt to discuss the sound issues with the dome in the District's office building.

Commissioner Landon also mentioned an article in the 11/7/07 issue of the Des Moines News regarding KCWD #54 fire flow issues. Matt said he and Tom met with BHC Consultants to discuss the feasibility of Highline providing storage to enable WD #54 to have the required fire flow GPM while still maintaining Highline's required fire flow GPM. Tom mentioned that WD #54's engineer will be attending Highline's November 15<sup>th</sup> Comprehensive Plan meeting to discuss fire flow issues.

There being no further business of the District, Commissioner Guite adjourned the meeting at 9:52 AM.

**BOARD OF COMMISSIONERS**

  
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**Gerald R. Guite, President**

  
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**Vince Koester, Secretary**

  
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**Daniel Johnson, Commissioner**

  
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**George Landon, Commissioner**

  
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**Kathleen Quong-Vermeire, Commissioner**