



Highline Water District
Workshop Minutes
April 24, 2007

<u>COMMISSIONERS PRESENT</u> Gerald R. Guite Vince Keester (Conference) George Landon Kathleen Quong-Vermeire (Conference) Daniel Johnson	<u>STAFF PRESENT</u> Matt Everett, General Manager Thomas Keown, Engineering/Operations Manager Debra Prior, Administrative Manager Mary Fossos, Administrative Assistant
<u>CONSULTANT PRESENT</u> Paul E. Johnson, WSDOT Todd Mooney, WSDOT	<u>ATTORNEY PRESENT</u> 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 Quong-Vermeire moved to approve the Agenda. Commissioner Johnson seconded and the motion carried unanimously.

3. PUBLIC HEARING

ADOPTING RULES FOR THE IMPLEMENTATION OF THE STATE ENVIRONMENTAL POLICY ACT (SEPA)

Commissioner Guite opened the public hearing at 9:02 am to receive public comments on the District's proposal to adopt rules for the implementation of the State Environmental Policy Act (SEPA). The District received no comments from the public and the Board closed the public hearing at 9:05 a.m. and resumed the public meeting.

4. RESOLUTIONS/MOTIONS

Item #	Resolution #	Description
4.1	07-4-24A	Resolution adopting rules for the implementation of the State Environmental Policy Act (SEPA). After discussion, Commissioner Landon's motion to approve was seconded by Commissioner Johnson and carried unanimously.
4.2	07-4-24B	Resolution awarding Construction Administration Contract to PACE Engineers, Inc. for Project 05-4 Military Rd. S. Water Main Replacement. After discussion, Commissioner Landon's motion to approve was seconded by Commissioner Johnson and carried unanimously.

5. RIGHT OF ENTRY (ROE) AGREEMENT FOR WSDOT TO USE HWD'S ANGLE LAKE WELL SITE PROPERTY

Paul Johnson, Project Manager of SR-509 Expansion Project with WSDOT explained the purpose of the ROE as follows:

WSDOT needs to enter the property to install and monitor a piezometer for one year to see the seasonal fluctuations in the ground water level and to assess the amount of peat in the area. The area is outside of the District's fence. The Board passed a motion to approve the right-of-entry as written.

6. QUARTERLY FINANCIALS

Matt and Debbie went over the First Quarter Budget vs. Actual.



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7. LOCAL 32 UNION FINANCIAL SUPPORT FOR THE DISTRICT'S TAPPING TEAM

Matt distributed a letter from Jeff Owens with Local 32. The Local offered to contribute \$1,500 to the District's tapping team for competition expenses. After discussion, the Board requested to have this issue brought up again at a future Board meeting with all Board members present.

8. DISCUSS FORMALIZING TWO CURRENT BUT UNWRITTEN DISTRICT POLICIES

After discussion, a resolution will go to the Board at a future Board Meeting to revise the HWD Code Book as follows: (1) Government Agencies will have an extended time limit on payments prior to being assessed a late fee, and (2) a twenty percent (20%) administrative fee will be added to billable work orders with a maximum not-to-exceed amount to be determined by management.

9. SURPLUS PROPERTY – 17461 AMBAUM BLVD., BURIEN, WA 98148

The property determined to be surplus will be advertised in the Highline Times and the Seattle Daily Journal of Commerce twice. The publication dates will be May 2, 2007 and May 9, 2007. The property will be sold "as-is." The bid opening is scheduled for June 29, 2007. The District will research advertising in the Seattle Times Legal Section and the Auction Section #471. Commissioner Guite suggested placing ads with the Northwest Multiple Listing and the Commercial Brokers Association (CBA). The Bid Documents will be available at the District for a non-refundable fee of \$20.00.

There being no further business of the District, Commissioner Guite adjourned the meeting at 10:15 AM.

BOARD OF COMMISSIONERS



Gerald R. Guite, President



Vince Koester, Secretary



Daniel Johnson, Commissioner



George Landon, Commissioner

Kathleen Quong-Vermeire, Commissioner