

**Highline Water District  
Minutes  
July 18, 2007**

<p><b>COMMISSIONERS PRESENT</b></p> <p>Gerald R. Guite Vince Koester George Landon Kathleen Quong-Vermeire Daniel Johnson</p> <p><b>CONSULTANT(S) PRESENT</b></p>	<p style="text-align: right;"><b>STAFF PRESENT</b></p> <p style="text-align: right;">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;"><b>ATTORNEY(S) PRESENT</b></p> <p style="text-align: right;">John Milne</p>
<p><b>Note: Strikeouts indicate absence</b></p>	

**1. CALL TO ORDER**

Commissioner Guite called the meeting to order at 4:00 PM.

**2. APPROVE AGENDA**

Commissioner Landon's motion to approve the agenda was seconded by Commissioner Johnson 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:	July 3, 2007		
<b>VOUCHERS</b>		<b>ELECTRONIC TRANSFER</b>	
Maintenance	\$ 353,664.60	Payroll Tax	\$ 25,014.95
Construction	\$ 102,985.14	Direct Deposit	\$ 63,417.09
		Dept. of Retirement – Deferred Comp	\$ 2,788.50
		HRA-VEBA	\$ 375.00

Commissioner Johnson's motion to approve was seconded by Commissioner Koester and carried unanimously.

**4. RESOLUTIONS / MOTIONS / MINUTE ENTRIES**

Resolution 07-7-18A amending the Comprehensive Plan to allow extension of the Water District system (Sound View Apartments). After discussion, Commissioner Johnson's motion to approve was seconded by Commissioner Landon and carried unanimously.

Resolution 07-7-18B accepting developer extension as complete (Machiavelli View Water Main Extension). After discussion, Commissioner Landon's motion to approve was seconded by Commissioner Johnson and carried unanimously.



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4. **RESOLUTIONS / MOTIONS / MINUTE ENTRIES**

Resolution 07-7-18C amending the Comprehensive Plan to allow extension of the Water District system (Midway Elementary School Replacement). After discussion, Commissioner Quong-Vermeire's motion to approve was seconded by Commissioner Landon and carried unanimously.

Resolution 07-7-18D authorizing the release of easements (#5092878, #5807261, #5282839, #5167339, #4979291) in the Port of Seattle buy-out area within the City of Des Moines. After discussion, Commissioner Quong-Vermeire's motion to table this resolution was seconded by Commissioner Landon and carried unanimously.

Staff will work with the District's attorney to include Bills of Sale for the respective easements. Staff may also prepare Bills of Sale to the Port of Seattle for water mains that are located in the City of Des Moines right-of way. A revised resolution will be brought before the Board in August 2007.

Commissioner Koester's motion, to authorize the General Manager to enter into a design services contract with RH2 Engineering, Inc. for standby emergency power at the District's Headquarters, was seconded by Commissioner Landon and carried with a 3 to 2 vote. Commissioners' Guite and Quong-Vermeire voted no.

5. **PUBLIC INPUT**

No members of the public attended the meeting.

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

MATT EVERETT

*Matt reviewed the following items from the Manager's Report of July 18, 2007:*

- Matt distributed to the Board the June 2007 Water Supply vs. Water Sales report.
- Matt distributed the design services scope of work submitted by RH2 Engineering, Inc. for Standby Emergency Power at the District's Headquarters. Matt requested a motion (see Item 4) from the Board to proceed and enter into a contract with RH2 Engineering, Inc.
- Matt distributed a bid received for seal coating and striping at the District's Headquarters. Dave Stanley, the District's Field Supervisor, will solicit two more bids. Matt will report back to the Board. The approximate cost of this project will be \$10,200 plus tax.
- Matt distributed to the Board a letter from the WGEP stating they will now offer a reduced rate for non-combustible properties and will increase insurance coverage.



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6. STAFF / COMMISSIONERS / ATTORNEY INPUT

- Matt briefly went over Tom Mortimer's letter to the District regarding a change in his legal fee structure that will become effective July 1, 2007.
- Matt mentioned to the Board that the District received two positive survey responses from customers for field work and contact with customer service personnel by telephone.
- Matt mentioned to the Board that the District received a positive note from a customer for our participation in the Seatac Festival in June.

DEBBIE PRIOR

- Debbie informed the Board that the District received "Voyager" fuel credit cards through the state program. Debbie said this card can be used at multiple gas stations. The District will cancel the current fuel cards for specific gas stations.

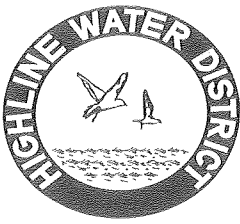
THOMAS KEOWN

- Tom informed the Board that construction of the Hidden Valley Water Main Replacement project will begin on August 6, 2007. The Contractor will start with the directional bore and installing main on the southern portion of the valley.
- Tom informed the Board that Matt and he will meet with PACE to discuss replacing existing AC water main in conjunction with Midway Sewer District's Salt Air Hills Sewer Replacement project.
- Tom informed the Board that Charon Drilling will begin construction of the production well at McMicken Heights on July 30, 2007.

JOHN MILNE

- John Milne distributed to the Board the state statute 57.08.016 (Sale of Unnecessary Property Authorized – Additional Requirements for Sale of Realty) and briefly went over the options the District has regarding the Ambaum Springs surplus property. After 120 days have passed since advertising at 90% of the appraised value, a resolution may be adopted by the Board stating the District was unable to sell the property. The District would then be allowed to publish (twice) a notice of intention to sell at public auction. The District would have the right to refuse any and all bids. Another option would be to wait for a more competitive bidding climate or unsurplus the property.

The Board decided to hold onto the property and not sell it at this time.



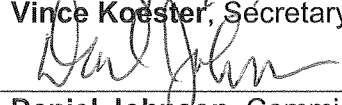
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There being no further business of the District, Commissioner Guite adjourned the meeting at 4:45 PM.

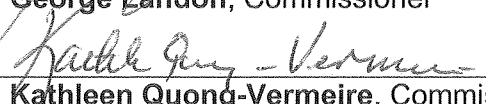
**BOARD OF COMMISSIONERS**

  
Gerald R. Guite, President

  
Vince Koester, Secretary

  
Daniel Johnson, Commissioner

  
George Landon, Commissioner

  
Kathleen Quong-Vermeire, Commissioner