



Highline Water District Workshop Minutes September 25, 2007

COMMISSIONERS PRESENT

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

CONSULTANT(S) PRESENT

King County Investment Pool
Lighthouse Consulting, Inc.
Saxton Bradley
PACE Engineers, Inc.

STAFF PRESENT

Matt Everett, General Manager
Thomas Keown, Engr./Ops., 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 a.m.

2. APPROVE AGENDA

Commissioner Johnson moved to approve the Agenda. Commissioner Koester seconded and the motion 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: September 5, 2007 Regular Meeting

VOUCHERS		ELECTRONIC TRANSFER	
Maintenance	\$ 653,944.90	Payroll Tax	\$ 22,832.19
Construction	\$ 522,687.57	Direct Deposit	\$ 59,902.07
Maintenance-Payroll	\$ 332.30	Dept. of Retirement	\$ 8,217.92
		Dept. of Retirement	\$ 8,080.62
		Dept. of Retirement – Deferred Comp	\$ 2,738.50
		HRA VEBA	\$ 2,330.46

Commissioner Quong-Vermeire moved to approve the consent agenda. Commissioner Koester seconded and the motion carried unanimously.

4. RESOLUTIONS/MOTIONS/MINUTE ENTRIES

Resolution 07-9-25A amending the Comprehensive Plan to allow extension of the Water District system (Star Lake East DE). After discussion, Commissioner Koester's motion to approve was seconded by Commissioner Landon and carried unanimously.

Resolution 07-9-25B accepting developer extension as complete (Village at Angle Lake). After discussion, Commissioner Johnson's motion to approve was seconded by Commissioner Quong-Vermeire and carried unanimously.



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5. KING COUNTY INVESTMENT POOL (KCIP) PRESENTATION

Mike Smith gave an overview of his financial background and a brief commentary on how the KCIP operates.

- 100+ Special Purpose Districts and King County Government are members.
- All investments are based on state law. Investments include but are not limited to Bank CDs, State Pool, and Commercial Paper Market.
- All cash is invested. Interest is earned immediately after deposit.
- Interest is paid monthly and is based on average balances (book value) of members.
- Average length of investment is six months to 1-1/2 years.
- To-date, the KCIP has 4.0 billion in assets.
- KCIP has ceased buying commercial paper accounts. The percentage of commercial paper account holdings cannot exceed 25%. The maximum single investment is 5%. Current holdings are \$650 million (16% of the total holdings).

Mike said the KCIP Executive Finance Committee meets monthly to make recommendations based on the current financial climate. The committee will continue to research agencies and carefully examine the risks.

6. LIGHTHOUSE CONSULTING AND SAXTON BRADLEY - COMPUTER TRAINING

Brett Larson with Lighthouse Consulting, Inc., introduced Roger Diehl with Saxton Bradley, the company that provided and installed the District's SmartBoard. Roger gave a demonstration of the basic features of the SmartBoard.

The Board thanked Roger for a very informative presentation. The District will contact Jeff Blackwood to schedule additional training for staff.

7. PACE ENGINEERS, INC. PRESENTATION

Salt Air Hills Water Main Replacement (Potential Joint Project w/Midway Sewer District)

Dave informed the Board that the Midway Sewer District may be willing to push back this project to the Fall of 2008. The delay would allow Highline to apply for a PWTF loan for their portion of the design. Paj distributed a cost breakdown noting the potential savings if Midway and Highline did this project jointly. Matt said he would contact Ken Kase, to see if he would be willing to delay the project.

8. STAFF/COMMISSIONERS INPUT

Matt Everett

Matt reviewed the following item(s) from the Manager's Report of September 25, 2007:

- *Punjab Plat: Matt provided the Board a copy of the letter from Larry Blanchard, City of Kent Public Works Director, regarding the City of Kent's position on the disputed water service area located at 3448 Military Road South. Matt will forward a copy of the letter to the District's attorney for his review.*



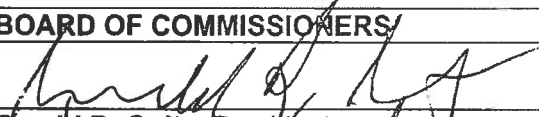


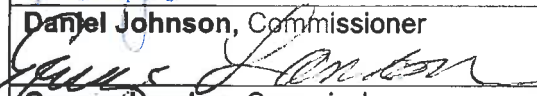
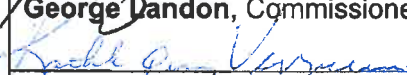
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8. STAFF/COMMISSIONERS INPUT

Tom Keown

- Tom updated the Board on the status of the Hidden Valley Water Main Replacement Project. Tom said the boring subcontractor, Advanced Boring Services (ABS), attended the 9/21/07 construction meeting and voiced their concerns with the bore. Jim Downing, Sr., ABS, stated that with their equipment, they could not do the job with any guarantee for success. Mike Waldner, Kar-Val Construction, is contacting other boring companies.

There being no further business of the District, Commissioner Guite adjourned the meeting at 10:54 AM.

BOARD OF COMMISSIONERS
 Gerald R. Guite, President
 Vince Koester, Secretary
 Danjel Johnson, Commissioner
 George Dandon, Commissioner
 Kathleen Quong-Vermeire, Commissioner