



**Highline Water District  
Minutes  
January 2, 2008**

<p><b>COMMISSIONERS PRESENT</b>          Gerald R. Guite          Vince Koester          George Landon          Kathleen Quong-Vermeire          Daniel Johnson</p> <p><b>CONSULTANT(S) PRESENT</b>          Miale Jose, SPU          Al Dietemire, SPU          Chris Kelly, Assistant State Auditor</p>	<p style="text-align: right;"><b>STAFF PRESENT</b>          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>          John Milne</p>
<p><b>Note: Strikeouts indicate absence</b></p>	

**1. CALL TO ORDER**

Commissioner Guite called the meeting to order at 9:00 a.m.

**1A. OATH OF OFFICE – GEORGE LANDON AND DANIEL JOHNSON**

John Milne administered the Oath of Office to Commissioners' Landon and Johnson.

**2. APPROVE AGENDA**

Commissioner Johnson's motion to approve the Agenda was seconded by Commissioner Landon and carried unanimously.

**3. CONSENT AGENDA (MINUTES / VOUCHERS)**

(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.

<b>MINUTES:</b>	December 19, 2007 Regular Meeting		
<b>VOUCHERS</b>		<b>ELECTRONIC TRANSFER</b>	
Maintenance	\$ 2,501.81	Payroll Tax	\$ 20,425.23
Maintenance - Payroll	\$ 248.99	Payroll Tax	\$ 22,234.31
		Direct Deposit	\$ 59,353.28
		Direct Deposit	\$ 58,707.27
		Dept. of Retirement	\$ 8,499.52
		Dept. of Retirement – Deferred Comp.	\$ 2,763.50
		Dept. of Retirement – Deferred Comp.	\$ 2,778.32
		HRA-VEBA	\$ 375.00
		HRA-VEBA	\$ 2,501.50
		Dept. of Revenue – L & I Tax	\$ 4,686.16

Commissioner Johnson's motion to approve the consent agenda was seconded by Commissioner Landon and carried unanimously.



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## 3A PUBLIC HEARING

### SEATTLE PUBLIC UTILITIES WATER USE EFFICIENCY GOALS

Commissioner Guite opened the public hearing at 9:09 a.m. to receive comments from the public and Seattle Public Utilities representatives, Mialee Jose and Al Dittemire. No members of the public were present.

Mialee Jose distributed to the Board and staff the following documents: (1) *Annual Water Use Efficiency Performance Report Form*; (2) *Regional 1% Water Conservation Program of the Saving Water Partnership – Background for Implementing the DOH WUE Rule*; (3) *DOH Water Use Efficiency Rule Implementation Schedule for SPU and the SWP*. Mialee and Al Dittemire gave a brief explanation of the Water Use Efficiency Goals. Mialee stated that the regional goal must be formally adopted by January 22, 2008.

The District's attorney, John Milne, distributed a draft resolution for the Board's consideration. The resolution to adopt the Water Use Efficiency Goals will be brought before the Board at the January 16, 2008 Regular Board Meeting.

After discussion, Commissioner Guite thanked Mialee and Al for their presentation. Commissioner Guite closed the public hearing at 9:29 am and resumed the public meeting.

Commissioner Koester's motion to take under advisement the adoption of the Water Use Efficiency Goals was seconded by Commissioner Landon and carried unanimously.

## 3B EXIT CONFERENCE – STATE AUDITOR (Chris Kelly, Assistant State Auditor)

The District's auditor, Chris Kelly, informed the Board of Commissioners and staff that the audit was clean and therefore, they had nothing to report. Chris said the District would receive an Accountability Report and an Opinion of Financial Reports. Chris thanked staff for all their hard work, openness and efficiency.

## 4. RESOLUTIONS / MOTIONS / MINUTE ENTRIES

Resolution 08-1-2A electing the President of the Board of Commissioners. Commissioner Johnson nominated Commissioner Koester. The nomination was seconded by Commissioner Landon and carried unanimously.

Resolution 08-1-2B electing the Secretary of the Board of Commissioners. Commissioner Quong-Vermeire nominated Commissioner Landon. The nomination was seconded by Commissioner Guite and carried unanimously.

President Koester presented Commissioner Guite with a plaque and gavel and acknowledged and thanked him on behalf of the Board for his service as President of the Board in 2007.

Resolution 08-1-2C awarding design contract #08-60-01 to PACE Engineers, Inc. for Project 08-1 Salt Air Hills Water Main Replacement. After discussion, Commissioner Landon's motion to approve was seconded by Commissioner Guite and carried unanimously.

## 5. PUBLIC INPUT

No members of the public attended the meeting.



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6. STAFF / COMMISSIONERS / ATTORNEY INPUT

MATT EVERETT

*Matt reviewed the following items from the Manager's Report of 1-2-08:*

- Growth Management Planning Council (GMPC) Funding – Matt asked the Board how much they wanted Highline to contribute in 2008. After discussion, Commissioner Guite made a motion to contribute \$2,000 to the GMPC funding. The motion was seconded and carried unanimously.
- Matt distributed to the Board a copy of the Washington State Department of Labor & Industries (WSDL&I) "Your Workers' Compensation Rate Notice" for 2008.

The experience factor is the number that indicates how this company's claims experience compares with the rest of that industry. It's used to raise or lower the premium rate they pay to cover workers' compensation claims costs.

L&I calculates an experience factor by comparing a company's accident costs to the average costs of other companies in the same risk classification. An experience factor greater than 1.0 indicates a company has had higher-than-average claim cost; lower than 1.0 shows lower-than-average claim cost. New businesses usually start out with a factor of 1.0 until they are "experience rated."

Highline's experience factor for 2008 is .7112 which was calculated from 7/1/04 through 6/30/07.

- Matt informed the Board that he was selected to be a "large district" representative on the Seattle Operating Board for a two-year term. Matt stated that there will be three representatives from SPU and three from purveyors (small, medium and large districts), plus a 7th member of the Board, unaffiliated with either party. The Board had no objections.

DEBBIE PRIOR

- Debbie informed the Board that the Harris Select A/P database was inadvertently deleted and was currently being restored.

VINCE KOESTER


- Vince expressed some concerns he had with the leadership of the Washington Association of Sewer and Water Districts (WASWD) and the future direction of the Association. Vince stated he would bring his concerns to the WASWD Executive Board.

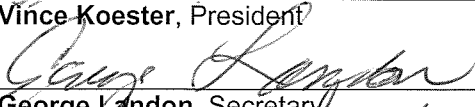


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There being no further business of the District, Commissioner Koester adjourned the meeting at 10:26 AM.

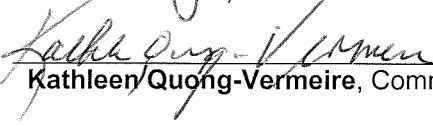
**BOARD OF COMMISSIONERS**

  
\_\_\_\_\_  
Vince Koester, President

  
\_\_\_\_\_  
George Landon, Secretary

  
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Gerald R. Guite, Commissioner

  
\_\_\_\_\_  
Daniel Johnson, Commissioner

  
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Kathleen Quong-Vermeire, Commissioner