



Highline Water District Minutes October 1, 2008

COMMISSIONERS PRESENT

Gerald R. Guite
Daniel Johnson
Vince Koester
George Landon
Kathleen Quong-Vermeire
CONSULTANT(S) PRESENT
Don Perry, Lakehaven
John Bowman, Lakehaven

STAFF PRESENT

Matt Everett, General Manager
Thomas Keown, Engr./Ops. Manager
Debra Prior, Administrative Manager
Mary Fossos, Project Coordinator, CIPs
ATTORNEY(S) PRESENT
John Milne

Note: Strikeouts indicate absence

1. CALL TO ORDER

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

2. APPROVE AGENDA

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

- 3.** 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 23, 2008 Workshop

Fund Name	Fund No.	Warrant Date	Vouchers	AMOUNT
Maintenance	09-075-0010	10/07/08	010812 - 010858	\$ 86,265.24
Construction	09-075-3030	10/07/08	901014 - 901017	\$ 41,299.20
Fund Name	Fund No.	Period Ending	EFT Transfer Date	AMOUNT
Payroll Tax	09-075-0010	09/19/08	10/01/08	\$ 23,583.67
Direct Deposit	09-075-0010	09/19/08	09/26/08	\$ 60,841.46
Dept. of Retirement	09-075-0010	09/19/08	10/15/08	\$ 23,183.74
Dept. of Retirement – Deferred Comp	09-075-0010	09/19/08	09/26/08	\$ 2,988.00
HRA-VEBA	09-075-0010	09/19/08	09/26/08	\$ 2,501.50
Commissioner Guite's motion to approve the Consent Agenda as presented was seconded by Commissioner Landon and carried unanimously.				



**Highline Water District
Minutes
October 1, 2008**

**3A LAKEHAVEN UTILITY DISTRICT (LUD)
PRESENTATION – POTENTIAL SALES TO HIGHLINE WATER DISTRICT**
Don Perry, General Manager; John Bowman, Water/Engineering Manager
Ronald E. Nowicki, Commissioner

Mr. Bowman distributed an outline of their presentation to the Board and Staff. Mr. Bowman discussed the following items:

- Description of Lakehaven
- Resources of Lakehaven
- Water Plans for Future
- Potential Benefits for HWD

Mr. Perry, Mr. Bowman and Mr. Nowicki answered questions from the Commissioners and staff.

Commissioner Quong-Vermeire requested more information for the Board and staff to review. Mr. Bowman said he would forward the information requested.

The Board thanked Mr. Bowman and Mr. Perry for their presentation.

4. RESOLUTIONS / MOTIONS / MINUTE ENTRIES

Resolution **08-10-1A** accepting the Bow Lake Tank Site Security Fencing Project as complete. Commissioner Landon's motion to approve was seconded by Commissioner Guite and after discussion carried unanimously.

5. PUBLIC INPUT

No members of the public present.

6. STAFF / COMMISSIONERS / ATTORNEY INPUT

Matt Everett

Matt reviewed the following item(s) from the Manager's Report of 10/01/08:

- Matt distributed copies of emails from Terri Gregg (SPU) and his responses regarding SPU's estimated meter readings at Station 43. Matt said he and Debbie would meet with Terri Gregg and Dan Swenson this Friday (10/3/08) to discuss the discrepancies with the alleged water consumption.
- Matt distributed HWD Mini-Facts cards to the Commissioners.

Tom Keown

- Project 07-2 McMicken Heights Groundwater Treatment Facility – Tom said there is potential issue with Seatac Parks. A 70' gap between the property line and the fence is currently used to connect to the two (2) park areas. RH2 and staff will coordinate with City staff to determine feasible solution.



**Highline Water District
Minutes
October 1, 2008**

6. STAFF / COMMISSIONERS / ATTORNEY INPUT

- Project 07-1 490 Zone Ph 1 – The City of Des Moines has expressed an interest in a full overlay along 25th Ave. S. from S. 236th St. up to the Kent-Des Moines Rd. Tom said he will bring a draft agreement between Highline and Des Moines to the Board at a future meeting.

Tom also informed the Board that based on the Business Case Evaluations completed for this project, the District will add 25% additional water main to this project. A resolution for an amendment to Brown and Caldwell's design contract will be brought to the Board at the October 15, 2008 Board meeting.

Kathleen Quong-Vermeire

- Kathleen asked for more information regarding the security of on-line payments for District customers. WASWD hired Inslee, Best, Dozie & Ryder to create a template plan of the "Red-Flag" rules which would include a "Theft Identification Prevention Program." Inslee, Best plans to hold workshops for interested utilities.
- WASWD November 4th Board Retreat – Kathleen will attend the retreat after being elected to a Director position at the WASWD Fall conference.

Debbie Prior

- Debbie informed the Board that the GEMS financial software is live.
- Debbie and Matt spoke (via conference call) with representatives of Standard and Poors and were informed that S & P may increase Highline's bond rating.
- Debbie informed the Board that the KCIP is researching conservative investments.

There being no further business of the District, Commissioner Koester adjourned the meeting at 10:32 AM.

BOARD OF COMMISSIONERS



Vince Koester, President



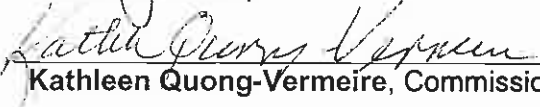
George Landon, Secretary



Gerald R. Guite, Commissioner



Daniel Johnson, Commissioner



Kathleen Quong-Vermeire, Commissioner