



# Highline Water District Minutes October 15, 2008

<b>COMMISSIONERS PRESENT</b> Gerald R. Guite Daniel Johnson Vince Koester George Landon Kathleen Quong-Vermeire <b>CONSULTANT(S) PRESENT</b>	<b>STAFF PRESENT</b> Matt Everett, General Manager Thomas Keown, Engr./Ops. Manager Debra Prior, Administrative Manager Mary Fossos, Project Coordinator, CIPs <b>ATTORNEY(S) PRESENT</b> John Milne
<b>Note: Strikeouts indicate absence</b>	

**1. CALL TO ORDER**

Commissioner Koester called the meeting to order at 4:00 p.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**

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: October 1, 2008 Regular Meeting</b>					
Fund Name	Fund No.	Warrant Date	Vouchers	AMOUNT	
Maintenance	09-075-0010	10/21/08	010859 - 010911	\$	623,464.07
Construction	09-075-3030	10/21/08	901018 - 901023	\$	120,278.46
Maintenance-Payroll	09-075-0010	10/10/08	302555	\$	191.84
Fund Name	Fund No.	Period Ending	EFT Transfer Date	AMOUNT	
Payroll Tax	09-075-0010	10/03/08	10/15/08	\$	23,391.09
Direct Deposit	09-075-0010	10/03/08	10/10/08	\$	63,690.00
Dept of Retirement – Deferred Comp	09-075-0010	10/03/08	10/10/08	\$	12,938.00
HRA VEBA	09-075-0010	10/03/08	10/10/08	\$	2,554.50

**4. RESOLUTIONS / MOTIONS**

Resolution 08-10-15A accepting developer extension as complete (Prologis Park-Seatac). Commissioner Johnson's motion to approve was seconded by Commissioner Landon and after discussion, carried unanimously.

Resolution 08-10-15B authorizing Amendment No. 1 for additional design work by Brown and Caldwell for Project 07-1 490 Zone Transmission Main and Pressure Reducing Improvements. Commissioner Landon's motion to approve was seconded by



## Highline Water District Minutes October 15, 2008

#### 4. RESOLUTIONS / MOTIONS

Commissioner Guite and after discussion, carried unanimously.

Resolution 08-10-15C awarding Construction Management Services Contract #08-80-13 to RH2 Engineering, Inc. for Project 08-2 HWD HQ Standby Emergency Power and Fuel Storage. 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 General Manager's Report of 10/15/08:*

- Matt informed the Board that two (2) site lease agreements (SkyTel, LLC and Verizon Wireless) are being terminated by the Lessees. Tom said there are several wireless companies that have expressed interest in a site lease with Highline.
- Wheeling water and/or purchasing water from Lakehaven Utility District. Matt asked for direction from the Board on how to proceed. HDR Engineering is finalizing the blending study for Highline. Matt recommended to the Board to authorize him to hire a consultant to assist prior to going before the Seattle Operating Board for their authorization to proceed.
- Matt informed the Board that every District that maintains "covered accounts" as defined by the Fair and Accurate Credit Transactions Act of 2003 (FACTA) is required to prepare, adopt and implement an identity theft prevention program (ITPP) and any covered accounts it maintains. Matt distributed copies of the "Red Flags Rule" and draft copies of the District's ITPP and resolution for their review. Matt said a finalized resolution for Highline Water District to adopt and implement an Identity Theft Prevention Program will be brought before the Board at the October 28, 2008 Workshop meeting.
- Matt distributed the 2009 HRA-VEBA and HCA PEBB Medical Insurance Plans to the Board for their review. Matt said the medical plans being offered are the same as in 2008. Commissioner Landon's motion to adopt the District's 2009 Health Reimbursement Arrangement Policy 3.05.55 was seconded by Commissioner Johnson. After discussion, the motion carried unanimously.

##### **Tom Keown**

- Project 07-2 McMicken Heights Ground Water Treatment Facility - Tom spoke with Kit Ledbetter (SeaTac Parks Department). Kit said he is willing to work with Highline to come up with a feasible solution regarding property issues. Tom said one option would be to swap approximately 11,000 sq feet of property with the City of Seatac. This would require Highline to obtain an easement for the water main and enter into a



**Highline Water District  
Minutes  
October 15, 2008**

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

covenant agreement. Tom will keep the Board informed of the options and discussions with City staff.

**Kathleen Quong-Vermeire**

- Commissioner Quong-Vermeire said she was going to get an opinion from WASWD' legal counsel to determine when her term on the WASWD Board begins.

**Debbie Prior**

- The District's audit is going well. The auditor will not be giving an entrance conference for this audit because of scheduling conflicts and the fact that he is already more that half way through the audit.


There being no further business of the District, Commissioner Koester adjourned the meeting at 5:09 PM.

**BOARD OF COMMISSIONERS**

  
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Vince Koester, President

  
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George Landon, Secretary

  
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Gerald R. Guite, Commissioner

  
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Daniel Johnson, Commissioner

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Kathleen Quong-Vermeire, Commissioner