



# Highline Water District Minutes December 17, 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 9:00 a.m.

**2. APPROVE AGENDA**

Commissioner Guite's motion to approve the Agenda as presented was seconded by Commissioner Landon 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: December 3, 2008 Regular Meeting</b>					
Fund Name	Fund No.	Warrant Date	Vouchers		AMOUNT
Maintenance	09-075-0010	12/23/08	011083	- 011151	\$ 366,858.44
Construction	09-075-3030	12/23/08	901034	- 901038	\$ 25,664.93
Maintenance - Payroll	09-075-0010	12/12/08	302258	- 302265	\$ 7,340.95
Fund Name	Fund No.	Period Ending	EFT Transfer Date		AMOUNT
Payroll Tax	09-075-0010	11/28/08	12/17/08		\$ 11,219.76
Payroll Tax	09-075-0010	12/12/08	12/24/08		\$ 21,613.48
Direct Deposit	09-075-0010	11/28/08	12/12/08		\$ 12,307.06
Direct Deposit	09-075-0010	12/12/08	12/19/08		\$ 60,146.32
Dept of Retirement – Deferred Comp	09-075-0010	12/12/08	12/19/08		\$ 2,938.00
HRA VEBA	09-075-0010	12/12/08	12/19/08		\$ 2,476.50
Dept of Retirement	09-075-0010	12/12/08	01/15/08		\$ 11,638.86
Commissioner Guite's motion to approve the Consent Agenda as presented was seconded by Commissioner Landon and carried unanimously.					

**4. RESOLUTIONS / MOTIONS**

Resolution 08-12-17A approving the 2009 Operating Budget. Commissioner Landon's motion to approve was seconded by Commissioner Quong-Vermeire. After discussion, the motion to adopt the 2009 Operating Budget carried unanimously.



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#### 4. RESOLUTIONS / MOTIONS

Resolution 08-12-17B approving the 2009 Capital Improvement Plan. Commissioner Johnson's motion to approve was seconded by Commissioner Landon. After discussion, the motion to adopt the 2009 Capital Improvement Plan carried unanimously.

Resolution 08-12-17C approving the 2009 Goals and Objectives. Commissioner Johnson's motion to approve was seconded by Commissioner Guite. After discussion, the motion to adopt the 2009 Goals and Objectives carried unanimously.

Resolution 08-12-17D accepting developer extension as complete (Judson Park Apartment Extension). Commissioner Landon's motion to approve was seconded by Commissioner Quong-Vermeire. After discussion, the motion to adopt the 2009 Operating Budget carried unanimously.

Resolution 08-12-17E authorizing release of easement #8011260945 (Seattle Eye Building Corporation). Commissioner Landon's motion to authorize the release of easement #8011260945 was seconded by Commissioner Johnson. After discussion, the motion 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 12/17/08:*

- SPU-HWD Station #43 Meter Discrepancy – Matt informed the Board that Seattle Public Utilities agreed to credit HWD for 50,000 CCF.
- HWD Bond Rating Upgrade – Matt distributed Standard & Poor's Ratings Direct Report outlining the municipal waterworks, sanitary sewer and/or drainage utility revenue bonds whose ratings were raised based on the criteria revision of 9/15/08. Matt informed the Board that Highline's bond rating was raised from AA- to AAA.

Commissioner Guite suggested a press release of the new bond rating.

- Annual Employee Awards – Matt informed the Board on management's selection for the Employee of the Year and two recipients to be awarded for exemplary attendance (no sick leave used). Two other employees were selected to receive outstanding attendance awards (8 hours or less).



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### 6. STAFF / COMMISSIONERS / ATTORNEY INPUT

- **Emergency Water Main Repair**  
Location: 17338 International Blvd, Seatac, WA  
Date: 12/2/08  
Notification Time: 9:15 pm  
Locate Request #: 8401599  
Customers Out of Service: 2 (Holiday Inn and Denny's)  
Hydrants Out of Service: 5  
Type of Repair: Stainless Steel Band  
Service Restored (Time/Date): 3:00 pm / 12-3-08  
Estimated Water Loss: 90,000 gallons
- **Emergency Water Main Repair**  
Location: 20614 1<sup>st</sup> Pl S, Des Moines, WA  
Date: 12/2/08  
Notification Time: 5:15 pm  
Locate Request #: 8401556  
Customers Out of Service: 35  
Hydrants Out of Service: 3  
Type of Repair: Stainless Steel Bands  
Service Restored (Time/Date): 12:30 pm / 12/3/08  
Estimated Water Loss: 255,000 gallons

#### Tom Keown

- Tom informed the Board of a potential jail site (S. 208<sup>th</sup> St. between 16<sup>th</sup> Ave. S. and I-509).
- Tom informed the Board that he tendered his resignation from the District. Tom said his last day will be January 9, 2009. He will be joining GHD Engineering Consultants.

#### Debbie Prior

- Debbie informed the Board that she attended the King County Investment Pool (KCIP) Annual Members meeting on Monday, December 15, 2008. The following items were noted:

(1) The county will continue to manage the Pool; (2) New software will be purchased for portfolio analytics and accounting; (3) An additional investment officer will be hired; (4) 2008 Pool performance had a 1.23% increase after the realized losses; (5) Currently reviewing Advisory Committee applicants; (6) Finalize the Advisory Committee at the February meeting.



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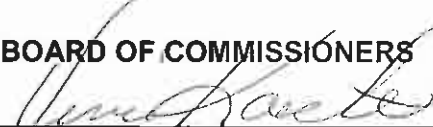
**7. EXECUTIVE SESSION – PERSONNEL (General Manager's Evaluation)**

Pursuant to RCW 42.30.110(1)(g), on motion duly made, seconded and carried unanimously, the President convened an executive session at 9:55 a.m. to discuss the General Manager's performance review. Before convening the executive session, Koester advised that the executive session would be concluded at 10:05 a.m. All commissioners, Everett, the General Manager, and John Milne, District counsel, then attended the executive session.

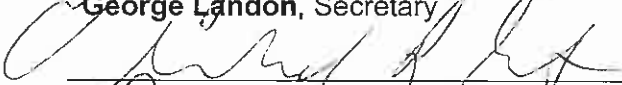
At 10:05 a.m., the executive session was concluded and the open public meeting was reconvened. The Board of Commissioners' will review the General Manager's current contract and each will complete an evaluation form for discussion (executive session) at the 12/23/08 Workshop meeting.


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

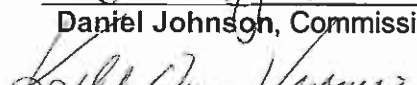
**BOARD OF COMMISSIONERS**

  
\_\_\_\_\_  
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