



Highline Water District Minutes February 6, 2008

COMMISSIONERS PRESENT

Gerald R. Guite
Daniel Johnson
Vince Koester
George Landon
Kathleen Quong-Vermeire
CONSULTANT(S) PRESENT

STAFF PRESENT

Matt Everett, General Manager
Thomas Keown, Engineering/Operations Manager
Debra Prior, Administrative Manager
Mary Fossos, Project Coordinator, CIPs

ATTORNEY(S) PRESENT

John Milne *via conference call*

Note: Strikeouts indicate absence

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 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).

MINUTES: January 16, 2008 Regular Meeting
January 22, 2008 Workshop Meeting
January 29, 2008 Special Meeting

Fund Name	Fund No.	Warrant Date	Vouchers	AMOUNT
Maintenance	09-075-0010	02/12/08	009860 - 009937	\$ 93,016.93
Construction	09-075-3030	02/12/08	900948 - 900954	\$ 70,880.61
Maintenance-Payroll	09-975-0010	02/01/08	302544 -	\$ 414.24

Fund Name	Fund No.	Period Ending	EFT Transfer Date	AMOUNT
Payroll Tax	09-075-0010	01/25/08	02/06/08	\$ 23,335.50
Direct Deposit	09-075-0010	01/25/08	02/01/08	\$ 60,144.92
Dept of Retirement	09-075-0010	01/11/08	02/15/08	\$ 8,663.81
Dept of Retirement	09-075-0010	01/25/08	02/15/08	\$ 8,695.06
Dept of Retirement – Deferred Comp	09-075-0010	01/25/08	02/01/08	\$ 2,778.00
HRA – VEBA	09-075-0010	01/25/08	02/01/08	\$ 2,501.50
Dept. of Revenue – B & O Tax	09-075-0010	12/31/07	01/25/08	\$ 41,410.09

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

4. RESOLUTIONS / MOTIONS / MINUTE ENTRIES

Resolution 08-2-6A awarding asphalt/concrete maintenance contract #08-50-02 to AA Asphaltting, Inc. After discussion, Commissioner Landon's motion to approve was seconded by Commissioner Guite and carried unanimously.



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4. RESOLUTIONS / MOTIONS / MINUTE ENTRIES

Resolution 08-2-6B awarding design contract #08-60-03 to RH2 Engineering, Inc. for Project 08-2 District Headquarters Standby Emergency Power. After discussion, Commissioner Landon's motion to approve was seconded by Commissioner Guite and carried unanimously.

Resolution 08-2-6C accepting Developer Extension as complete (Yoder). After discussion, Commissioner Landon's motion to approve was seconded by Commissioner Johnson and carried unanimously.

Resolution 08-2-6D amending the Comprehensive Plan to allow extension of the Water District system (Bay Villa Apartments). After discussion, Commissioner Johnson's motion to approve was seconded by Commissioner Landon and carried unanimously.

Resolution 08-2-6E authorizing Interlocal Agreement with the City of Des Moines regarding street overlay for Project SW07-2 Thunderbird Drive Water Main Replacement. After discussion, Commissioner Landon's motion to approve was seconded by Commissioner Guite and carried unanimously.

Resolution 08-2-6F authorizing Contract Revision No. 1 for Project SW07-2 Thunderbird Drive Water Main Replacement (RP & Company). After discussion, Commissioner Johnson's motion to approve was seconded by Commissioner Landon and carried unanimously.

Resolution 08-2-6G commending employee (Teya Hillerman) for fifteen years of service. Commissioner Landon's motion to approve was seconded by Commissioner Guite and carried unanimously.

Resolution 08-2-6H commending employee (Shane Heflen) for fifteen years of service. Commissioner Landon's motion to approve was seconded by Commissioner Guite and carried unanimously.

Resolution 08-2-6I commending employee (Greg Hogue) for fifteen years of service. Commissioner Landon's motion to approve was seconded by Commissioner Guite and carried unanimously.

Resolution 08-2-6J commending employee (Gregg Williams) for twenty years of service. 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.

6. STAFF / COMMISSIONERS / ATTORNEY INPUT

At 9:43 AM, Commissioner Koester called for a ten-minute recess in order for the General Manager to set up a conference call with John Milne, the District's legal counsel.

- At 9:53 AM, Commissioner Koester reconvened the Board meeting.

Matt distributed to the Board the letter he received from Tay Yoshitani, CEO, Port of Seattle and the revised interlocal agreement for the Board to review. Matt said House Bill 3031 was amended to affect Ports in counties that had a population greater than 1.5 million people.



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6. STAFF / COMMISSIONERS / ATTORNEY INPUT

Matt turned the floor over to John Milne (**via telephone**) to comment on the agreement and answer questions.

After discussion, Commissioner Landon made a motion to approve the revised agreement in principle, contingent upon the Port of Seattle's approval and execution of said agreement. Commissioner Johnson seconded the motion which carried unanimously.

MATT EVERETT

Matt reviewed the following items from the Manager's Report of 2-6-08:

- Matt commented on the "Water for People" cause. Matt said there is a fund-raising event scheduled for March 15th at the Seattle Center Alki Room. Donations will be accepted at the event.
- Matt received a letter from KPF Engineers stating that the north portion of S. 160th Street would be widened. The District's water main would be approximately 2' above ground after the grading road improvements. The Port of Seattle has committed to pay for the relocation of the 8" water main they are going to give to the District.
- Matt said the District and the City of Kent will hold future meetings to determine service boundaries and potentially revise the 1992 Franchise Agreement.

DEBBIE PRIOR

- Debbie updated the Board on the dome acoustical issue. Yantis Acoustical stated that a product called Snaptex (cloth panels) will reduce the sound reflection to approximately 10%. Debbie said the panels get thicker towards the center portion of the dome. Debbie said she is waiting for Yantis to submit a cost proposal.
- Debbie distributed to the Board and staff members a spreadsheet and the King County Investment Pool newsletter with the monthly detail of HWD invested funds. Debbie said that at this time, four investments are impaired or 5% of the fund.
- Debbie said she received an on-line response from the State Auditor regarding Commissioner pay. Commissioners' are paid for meetings attended; the annual limit is on compensation earned per calendar year (January through December). Commissioner pay is not based on the W-2 tax form.

VINCE KOESTER

- Vince commented on the deficiencies with the payroll system of WASWD and asked the Board for their opinion on how to handle the situation. The Board agreed for Vince to discuss his concerns with Hal and suggest the hiring of a payroll firm.
- Vince commented on the hedge in the front area of the District's headquarters. Vince suggested the hedge be trimmed for security purposes.

TOM KEOWN

- Project 06-2 / Hidden Valley Water Main Replacement – Tom updated the Board on the status of this project. Professional Underground Services is currently reaming the pilot hole. If all goes well, the contractor will begin pulling pipe the week of February 18th.



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6. STAFF / COMMISSIONERS / ATTORNEY INPUT

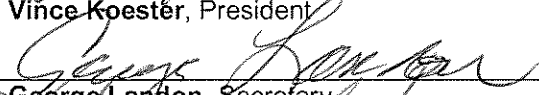
- Project 07-2 / McMicken Heights Groundwater Treatment Facility - Tom informed the Board that District management and staff reviewed the design proposals submitted by PACE, RH2 Engineering and Kennedy/Jenks and have selected RH2 Engineering for the design of this project. A resolution to award the design contract to RH2 Engineering will go before the Board at the February 20, 2008 Board meeting.
- Project 06-3 / 2008 Comprehensive Water System Plan Update – BHC is working on the final stages of the District’s hydraulic model to determine future CIP projects.
- Des Moines Creek Business Park – District received map with routes of proposed water mains for the Port of Seattle warehouses located on the northern side of S. 216th Street area.

There being no further business of the District, Commissioner Koester adjourned the meeting at 10:38 AM.

BOARD OF COMMISSIONERS



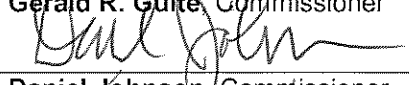
Vince Koester, President



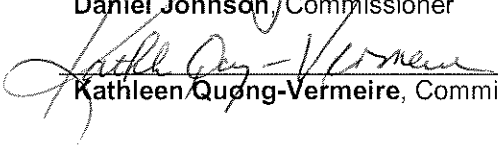
George Landon, Secretary



Gerald R. Guite, Commissioner



Daniel Johnson, Commissioner



Kathleen Quong-Vermeire, Commissioner