



# Highline Water District Minutes April 2, 2008

<b>COMMISSIONERS PRESENT</b> Gerald R. Guite Daniel Johnson Vince Koester George Landon Kathleen Quong-Vermeire (arrived at 4:04 pm) <b>CONSULTANT(S) PRESENT</b>	<b>STAFF PRESENT</b> Matt Everett, General Manager Thomas Keown, Engineering/Operations 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 am.

**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).

**MINUTES:** March 19, 2008 Regular Meeting  
 March 25, 2008 Workshop

Fund Name	Fund No.	Warrant Date	Vouchers			AMOUNT
Maintenance	09-075-0010	04/08/08	010128	-	010171	\$ 129,830.87
Construction	09-075-3030	04/08/08	900969	-	900971	\$ 100,416.38

Fund Name	Fund No.	Period Ending	EFT Transfer Date	AMOUNT
Payroll Tax	09-075-0010	03/21/08	04/02/08	\$ 22,389.87
Direct Deposit	09-075-0010	03/21/08	03/28/08	\$ 58,785.57
Dept of Retirement	09-075-0010	03/21/08	04/15/08	\$ 8,450.13
Dept of Retirement – Deferred Comp	09-075-0010	03/21/08	03/28/08	\$ 2,888.00
HRA – VEBA	09-075-0010	03/21/08	03/28/08	\$ 2,501.50
Dept of Revenue – B&O Tax	09-075-0010	02/29/08	03/26/08	\$ 38,821.54

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

**4. RESOLUTIONS / MOTIONS / MINUTE ENTRIES**

Resolution 08-4-2A authorizing a cost-of-service rate increase effective June 1, 2008. After discussion, Commissioner Koester's motion to approve was seconded by Commissioner Guite and carried unanimously.

Resolution 08-4-2B authorizing Amendment No. 1 (Contract #08-60-01) to PACE Engineering, Inc. for additional design work on Project 08-1 Salt Air Hills Water Main Replacement. After discussion, Commissioner Guite's motion to approve was seconded by Commissioner Landon and carried 4 to 1. Commissioner Quong-Vermeire abstained.



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**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 4-2-08:*

- Matt reminded the Board of the upcoming WASWD Spring Conference (April 9-11, 2008).

**KATHLEEN QUONG-VERMEIRE**

- Commissioner Quong-Vermeire attended the Partners in Emergency Preparedness Conference held in Tacoma on April 1-2, 2008. Kathleen recommended to the Commissioners to get involved with the program.

**DEBBIE PRIOR**

- Debbie reminded the Board members that their Public Disclosure Forms (F1) are due by April 15, 2008. Debbie said to contact her if they needed any assistance.
- Debbie informed the Board that any work-related emails that are sent to their personal home email addresses are subject to discovery. Debbie recommend to the Commissioners that they use a District email address.

The Board of Commissioners were in agreement for the District to set up email addresses for them. Debbie will direct Barak (Lighthouse Consulting) to set up the addresses.

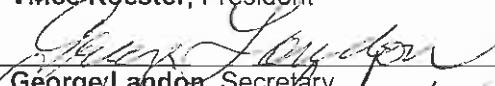
**VINCE KOESTER**

- Commissioner Koester reiterated his concerns of the future direction of WASWD and said he plans to attend the next Executive Board meeting. After discussion, the Commissioners' unanimously agreed for the General Manager to write a letter on their behalf to the President of WASWD expressing their concerns regarding the executive director. The letter will be sent when or if the Board of Commissioners deem necessary.

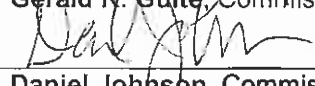
There being no further business of the District, Commissioner Koester adjourned the meeting at 9:45 AM.

**BOARD OF COMMISSIONERS**

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

  
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George Landon, Secretary

  
\_\_\_\_\_  
Gerald R. Guite, Commissioner

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

  
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Kathleen Quong-Vermeire, Commissioner