



Highline Water District Minutes May 7, 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
Note: Strikeouts indicate absence	

1. CALL TO ORDER

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

2. APPROVE AGENDA

Commissioner Guites's motion to approve the Agenda as presented 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: April 16, 2008 Regular Meeting
April 22, 2008 Workshop

Fund Name	Fund No.	Warrant Date	Vouchers	AMOUNT
Maintenance	09-075-0010	05/13/08	010236 - 010296	\$ 163,595.57
Construction	09-075-3030	05/13/08	900979 - 900980	\$ 109,906.16

Fund Name	Fund No.	Period Ending	EFT Transfer Date	AMOUNT
Payroll Tax	09-075-0010	04/18/08	04/30/08	\$ 22,091.33
Payroll Tax	09-075-0010	05/02/08	05/14/08	\$ 23,024.78
Direct Deposit	09-075-0010	04/18/08	04/25/08	\$ 57,567.08
Direct Deposit	09-075-0010	05/02/08	05/09/08	\$ 60,679.67
Dept of Retirement	09-075-0010	04/18/08	05/15/08	\$ 8,404.68
Dept of Retirement	09-075-0010	05/02/08	06/13/08	\$ 8,464.74
Dept of Retirement – Deferred Comp	09-075-0010	04/18/08	04/25/08	\$ 2,988.00
Dept of Retirement – Deferred Comp	09-075-0010	05/02/08	05/09/08	\$ 2,988.00
HRA – VEBA	09-075-0010	04/18/08	04/25/08	\$ 2,501.50
HRA – VEBA	09-075-0010	05/02/08	05/09/08	\$ 2,501.50
Dept of Revenue – B&O Tax	09-075-0010	03/31/08	04/28/08	\$ 44,707.50

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

4. RESOLUTIONS / MOTIONS / MINUTE ENTRIES

- Resolution 08-5-7A to authorize Contract Amendment No. 2 (#06-60-02/Kennedy Jenks Consultants, Inc.) for Project 06-2 Hidden Valley Water Main Replacement. After discussion, Commissioner Guite's motion to approve was seconded by Commissioner Landon and carried unanimously.



Highline Water District Minutes May 7, 2008

4. RESOLUTIONS / MOTIONS / MINUTE ENTRIES

- Resolution 08-5-7B to accept as complete Project SW07-2 Thunderbird Drive Water Main Replacement (RP and Company, Inc.). After discussion, Commissioner Johnson's motion to approve was seconded by Commissioner Guite and carried unanimously.
- Resolution 08-5-7C to award Asphalt/Concrete Repair Maintenance Contract #08-50-07 to AA Asphalt, Inc. After discussion, Commissioner Landon's motion to approve was seconded by Commissioner Quong-Vermeire and 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 5/7/08:

- Matt informed the Board that Enduris Washington (formerly WGEP) will be holding the annual election for Board directors. Two Director positions are scheduled for election. The Board will vote upon receipt of ballot (mid-June).
- Matt distributed to the Board the WASWD Task Force Report and reminded the Commissioners of the upcoming meeting on May 12, 2008.
- North Hill Tower Park – John Milne added additional insurance requirements to the draft Interlocal Agreement (attached). Highline is waiting for a response from the City of Des Moines.
- Matt received a letter from Barbera Roberson with the General Services Administration (GSA) stating they were interested in entering into a contractual agreement for water services for the Federal Detention Center. John Milne, the District's legal counsel, sent a letter to GSA explaining why the District declined their request.
- Matt and Tom held a meeting at Highline on April 29, 2008 to discuss potential supply alternatives for Tukwila and Skyway with Mike Brent, Cascade Water Alliance and Clair Olivers, Clair Olivers & Associates.
- Matt received a letter from Twila Fluaitte, Office Manager, WASWD, thanking Tom Keown for his presentation on the application of Asset Management at the 2008 WASWD Spring Conference. Twila said Tom's presentation was well received and the Association appreciates the time and effort extended to share valuable information to its members.

KATHLEEN QUONG-VERMEIRE

- Commissioner Quong-Vermeire attended the 2008 WASWD Spring Conference in Vancouver, WA. Commissioner Quong-Vermeire would like Highline to participate in awards for presenting water conservation and other information to school children.

DAN JOHNSON

- Commissioner Johnson mentioned that a newly elected Normandy Park City Council person informed him that Southwest Suburban Sewer District plans to eliminate a composting site in order to make room for additional parking of their maintenance vehicles. Dan polled the other Commissioners to see if they thought Highline should get involved with this issue. The Board was not interested in getting involved with this matter.



Highline Water District
Minutes
May 7, 2008

6. STAFF / COMMISSIONERS / ATTORNEY INPUT

DEBBIE PRIOR

- Debbie asked the Commissioners if they wanted to use the HWD email address that was set-up for them. Commissioner Johnson and Quong-Vermeire said yes. Debbie will order Commissioner Quong-Vermeire's business cards. Commissioner Johnson's business cards were already ordered.
- Debbie informed the Board of the 5/12/08 postage increase. Stamps will cost 42¢.
- Debbie brought sample jackets for the Commissioners to try on and also catalogs so they could select a jacket that will be embroidered with the District's logo.

VINCE KOESTER

- Vince polled the other Commissioners to see if they would be interested in having their photos taken to replace the outdated photos displayed in the lobby. Matt said he would research the cost and report back to the Board.
- Vince suggested a "Certificate of Appreciation" be awarded to the Tapping Team to officially recognize their efforts.
- Vince polled the Board regarding whether or not to send letter to the WASWD Board President regarding the Executive Director. After discussion, Commissioner Landon made a motion to wait until after the May 12, 2008 meeting to make a decision. Commissioner Quong-Vermeire seconded and the motion carried unanimously.


TOM KEOWN

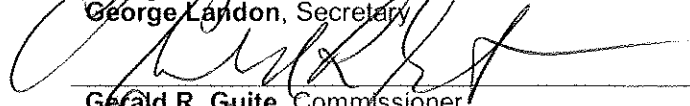
- Tom informed the Board that a new field worker was hired (Keith Coburn) to replace the position left vacant by Jim Casassa.

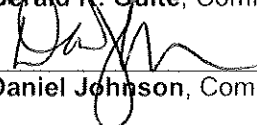
There being no further business of the District, Commissioner Koester adjourned the meeting at 10:08 AM.

BOARD OF COMMISSIONERS


Vince Koester, President


George Landon, Secretary


Gerald R. Guite, Commissioner


Daniel Johnson, Commissioner


Kathleen Quong-Vermeire, Commissioner