



# Highline Water District Minutes August 5, 2009

<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 Jeremy DelMar, Engineering Manager <del>Vacation Debra Prior, Administrative Manager</del> Mary Fossos, Project Coordinator, CIPs <b>ATTORNEY(S) PRESENT</b> John Milne
<b>Note: Strikeouts indicate absence</b>	

**1. CALL TO ORDER**

President Johnson called the meeting to order at 9:00 a.m.

**2. APPROVE AGENDA**

Commissioner Quong-Vermeire's motion to approve the Agenda as presented was seconded by Commissioner Guite. The motion 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: July 25, 2009 Regular Minutes</b> July 28, 2009 Workshop Minutes						
Fund Name	Fund No.	Warrant Date	Vouchers			AMOUNT
Maintenance	09-075-0010	08/11/09	011952	-	012004	\$ 121,269.68
Construction	09-075-3030	08/11/09	901095	-	901101	\$ 339,682.56
Fund Name	Fund No.	Period Ending	EFT Transfer Date		AMOUNT	
Payroll Tax	09-075-0010	07/24/09	08/05/09		\$ 24,725.83	
Direct Deposit	09-075-0010	07/24/09	07/31/09		\$ 70,808.55	
Dept of Retirement	09-075-0010	07/24/09	08/14/09		\$ 8,156.32	
Dept of Labor & Industries – L&I Tax	09-075-0010	06/30/09	07/31/09		\$ 8,876.06	
Dept of Revenue – B&O Tax	09-075-0010	06/30/09	07/27/09		\$ 53,069.45	
Commissioner Guite's motion to approve the Consent Agenda as presented was seconded by Commissioner Landon. The motion carried unanimously.						



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**4. RESOLUTIONS/MOTIONS**

Resolution 09-8-5A accepting as complete Project 06-3 2008 Comprehensive Water System Plan. Commissioner Koester's motion to approve was seconded by Commissioner Landon. After discussion, the motion carried unanimously.

Resolution 09-8-5B authorizing additional water main and appurtenances to the scope of work for Project 07-1 490 Zone Water System Improvements. Commissioner Koester's motion to approve was seconded by Commissioner Landon. After discussion, the motion carried unanimously.

Resolution 09-8-5C accepting as complete Project 08-2 HWD Headquarters Standby Emergency Power Upgrade & Fuel Storage. Commissioner Quong-Vermeire's motion to approve was seconded by Commissioner Koester. After discussion, the motion carried unanimously.

**5. PUBLIC INPUT**

No members of the public were present.

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

**Matt Everett**

*Matt reviewed the following item(s) from the General Manager's Report of 8/5/09:*

- *Headquarters Roof Leak - Matt updated the Board on the interior and window damage located at the southeast corner of the fountain. Matt stated there is significant water damage to a window, the window sill, sheetrock and roof trusses. The estimated cost to repair is \$22,043.05.*

*Jeremy will meet with a structural engineer to discuss options to repair the roof.*

- *WASWD – Maury Hood's response to HWD Board of Commissioners' and Lakehaven Utility District regarding an internal audit of the Association in lieu of an external audit was included in the Manager's Report.*
- *July 2009 Unaccounted For Water Loss – Matt distributed the water loss report to the Board and staff. The goal is for less than 10% unaccounted for water loss per year. Matt said all of the District's irrigation meters were checked and all commercial meters have V-Locks to stop unauthorized water use via the bypasses. The July water loss was about 7.8%.*

**Jerry Guite**

- *Jerry asked staff to update Highline's "Mini-Facts" cards. Mary will update.*



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**Kathleen Quong-Vermeire -**

- Emergency Preparedness Meeting – Kathleen reminded the Board members that the next WASWD Emergency Management Preparedness Committee meeting will be held on August 11, 2009 at the WASWD office.
- Kathleen will attend the Water Utility Incident Command System (300 and 400) Workshop on October 7-9, 2009. The workshop will be at the Cedar River Water and Sewer District.

**Jeremy DelMar**

- Project 07-2 McMicken Heights Ground Water Treatment Facility – Matt and Jeremy requested a proposal from Robinson, Noble & Saltbush for a 72-hour drawdown test to determine if 900 gpm can be pumped from the aquifer. District staff will evaluate the proposal for discussion at a future meeting.

There being no further business of the District, President Johnson adjourned the meeting at 10:06 AM.

**BOARD OF COMMISSIONERS**

**Daniel Johnson, President**

**Kathleen Quong-Vermeire, Secretary**

**Gerald R. Guite, Commissioner**

**Vince Koester, Commissioner**

**George Landon, Commissioner**