



**Highline Water District  
Minutes  
November 4, 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 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**

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

**2. APPROVE AGENDA**

Commissioner Koester's motion to approve the Agenda as amended to add Item No. 7 – Executive Session-Personnel, 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).

**Minutes:** October 21, 2009 Regular Meeting  
 October 27, 2009 Workshop Meeting

Fund Name	Fund No.	Warrant Date	Vouchers			AMOUNT
Maintenance	09-075-0010	11/10/09	012273	-	012315	\$ 72,819.91
Construction	09-075-3030	11/10/09	901126	-	901129	\$ 391,972.70
Maintenance-Payroll	09-075-0010	10/09/09	302299	-	302300	\$ 2,678.90
Maintenance-Payroll	09-075-0010	11/06/09	302301			\$ 844.30
Fund Name	Fund No.	Period Ending	EFT Transfer Date		AMOUNT	
Payroll Tax	09-075-0010	10/30/09	11/10/09		\$ 23,057.94	
Direct Deposit	09-075-0010	10/30/09	11/06/09		\$ 66,875.60	
HRA - VEBA	09-075-0010	10/30/09	11/06/09		\$ 2,305.00	
Dept of Retirement	09-075-0010	10/30/09	11/15/09		\$ 8,135.45	
Dept of Retirement – Deferred Comp.	09-075-0010	10/30/09	11/06/09		\$ 3,116.50	

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

**4. PUBLIC INPUT**

No members of the public attended the meeting.

**5. RESOLUTIONS/MOTIONS**

Resolution 09-11-4A Accepting Developer Extension As Complete (Normandy Park Retail Center). Commissioner Koester's motion to approve was seconded by Commissioner Landon. After discussion, the motion carried unanimously.



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### 5. RESOLUTIONS/MOTIONS

Resolution 09-11-4B Accepting As Complete – Maintenance Contract #08-50-11 by AA Asphaltting for Asphalt/Concrete Patching and Repair Work. Commissioner Koester's motion to approve was seconded by Commissioner Landon. After discussion, the motion carried unanimously.

Resolution 09-11-4C Accepting As Complete – Maintenance Contract(s) #08-50-07; #08-50-02; #07-50-12; #07-50-03 by AA Asphaltting for Asphalt/Concrete Patching and Repair Work. Commissioner Koester's motion to approve was seconded by Commissioner Guite. After discussion, the motion carried unanimously.

### 6. STAFF / COMMISSIONERS / ATTORNEY INPUT

#### Matt Everett

*Matt reviewed the following item(s) from the General Manager's Report of 11/04/09:*

- Project 07-2 McMicken Heights Groundwater Treatment Plant (Land Swap) – Matt and Jeremy attended the City of SeaTac's Administrative/Finance Committee meeting on 11/3/09 to discuss the costs associated with the land swap. The City and the District agreed to the following: The City will reimburse the District for \$7,460.80 engineering services (50% of PACE expenses); The District will pay the City \$1,000 for the restrictive covenant and \$1,500 for all utility easements and other encumbrances.
- Project 06-2 Hidden Valley Water Main Replacement – Matt informed the Board that Kar-Vel Construction settled the lawsuit with Professional Underground Services. Upon receipt of the settlement papers, the District will release the retainage to Kar-Vel.

#### John Milne

- The District's attorney requested a rate increase to cover increased costs of rent, health insurance and overhead. Mr. Milne asked for a two-year agreement (2010-2011) to provide legal services.

Commissioner Guite's motion to authorize the General Manager to sign a new contract with Mr. Milne was seconded by Commissioner Koester. After discussion, the motion carried unanimously.

#### Jeremy DelMar

- Project 07-1 490 Zone Water System Improvements – Jeremy stated that 80% of the water main is complete along with two of four pressure reducing vaults. The contractor is currently working near Highline Community College. Jeremy stated that the City of Des Moines may want to participate with a full street overlay at S. 208<sup>th</sup> St. & 5<sup>th</sup> Ave. S.

#### Debbie Prior

- Debbie informed the Board that the state auditor would complete the District's audit next Monday (11/9/09). The auditor opted to forego an Entrance Conference and provided the Commissioners and staff with documentation of the items reviewed. Debbie said a possible exit item might be discussed regarding how we record new meter installation fees and GFC/LFC fees on the Statement of Revenue, Expenses, and Changes in Net Assets (Income Statement).

#### Dan Johnson

- Commissioner Johnson congratulated Commissioners' Koester, Landon and Quong-Vermeire for their 11/04/09 King County election victories.



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**7. EXECUTIVE SESSION - PERSONNEL**

The General Manager requested an executive session pursuant to RCW 42.30.110(1)(g) to review the performance of an employee and pursuant to RCW 42.30.110(1)(f) to evaluate a complaint relating to an employee. A motion was made, seconded and carried unanimously to convene an executive session on those bases. Before convening the executive session at 9:33 a.m, Commissioner Johnson advised that the executive session would be concluded at 9:43 a.m. At 9:43 a.m., the executive session was extended by public announcement to 9:53 a.m. At 9:53 a.m., the executive session was extended to 10:03 a.m. by public announcement. At 9:57 a.m., the executive session was concluded and open public meeting was reconvened.

There being no further business of the District, President Johnson adjourned the meeting at 9:58 AM.

**BOARD OF COMMISSIONERS**

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Daniel Johnson, President

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Kathleen Quong-Vermeire, Secretary

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Gerald R. Guite, Commissioner

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Vince Koester, Commissioner

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George Landon, Commissioner