



**Highline Water District
Minutes
December 16, 2009**

<p>COMMISSIONERS PRESENT Gerald R. Guite (arrived @ 4:21 p.m.) Daniel Johnson Vince Koester George Landon Kathleen Quong-Vermeire CONSULTANT(S) PRESENT</p>	<p style="text-align: right;">STAFF PRESENT Matt Everett, General Manager Jeremy DelMar, Engineering Manager Debra Prior, Administrative Manager Mary Fossos, Project Coordinator, CIPs ATTORNEY(S) PRESENT John Milne</p>
<p>Note: Strikeouts indicate absence</p>	

1. CALL TO ORDER

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

2. APPROVE AGENDA

Commissioner Guite's motion to approve the Agenda as presented 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:	December 2, 2009				
Fund Name	Fund No.	Warrant Date	Vouchers		AMOUNT
Maintenance	09-075-0010	12/15/09	012400	-	\$ 7,460.64
Maintenance	09-075-0010	12/22/09	012401	- 012456	\$ 136,519.99
Construction	09-075-3030	12/22/09	901133	- 901137	\$ 341,240.22
Maintenance - Payroll	09-075-0010	12/11/09	302303	- 302308	\$ 5,187.75
Fund Name	Fund No.	Period Ending	EFT Transfer Date		AMOUNT
Payroll Tax	09-075-0010	11/27/09	12/16/09		\$ 9,951.98
Payroll Tax	09-075-0010	12/11/09	12/23/09		\$ 22,503.81
Direct Deposit	09-075-0010	11/27/09	12/11/09		\$ 12,209.88
Direct Deposit	09-075-0010	12/11/09	12/18/09		\$ 64,642.62
HRA - VEBA	09-075-0010	12/11/09	12/18/09		\$ 2,305.00
Dept of Retirement	09-075-0010	11/27/09	01/15/10		\$ 171.79
Dept of Retirement	09-075-0010	12/11/09	01/15/10		\$ 8,173.06
Dept of Retirement – Deferred Comp.	09-075-0010	12/11/09	12/18/09		\$ 3,116.50
Commissioner Landon's motion to approve the Consent Agenda as presented was seconded by Commissioner Koester and carried unanimously.					

3A. EXIT CONFERENCE – WASHINGTON STATE AUDITOR

Allan Netherton, Assistant State Auditor, distributed the Washington State Auditor's Office Exit Conference 2008 Audit Reports to the Board of Commissioners and staff. Mr. Netherton stated that the District had another clean audit with no findings or recommendations. Mr. Netherton said



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the District would receive an Accountability Report and an Opinion of Financial Statement Reports in approximately one month. Mr. Netherton will also send Debbie a survey to complete. Mr. Netherton thanked management and staff for all their assistance.

4. PUBLIC INPUT

No members of the public attended the meeting.

5. RESOLUTIONS/MOTIONS/MINUTE ENTRIES

Resolution 09-12-16A approving the 2010 Operating Budget. Commissioner Landon's motion to approve was seconded by Commissioner Guite. After discussion, the motion carried unanimously.

Resolution 09-12-16B approving the 2010 Capital Improvement Plan. Commissioner Koester's motion to approve was seconded by Commissioner Landon. After discussion, the motion carried unanimously.

Resolution 09-12-16C approving the 2010 Goals and Objectives. Commissioner Koester's motion to approve was seconded by Commissioner Landon. After discussion, the motion carried unanimously.

Resolution 09-12-16D establishing a Small Public Works Roster Process to award public works contracts and a Consulting Services Roster for architectural, engineering and other professional services by contracting with Municipal and Research Services of Washington. Commissioner Landon's motion to approve was seconded by Commissioner Koester. After discussion, the motion carried unanimously.

Resolution 09-12-16E establishing Depository Services with U.S. Bank National Association. Commissioner Koester's motion to approve was seconded by Commissioner Quong-Vermeire. After discussion, the motion carried unanimously.

Commissioner Landon's motion to authorize the General Manager to enter into an agreement with Gray and Osborne, Inc. for design services for the 42nd Ave. S. Water Main Replacement project was seconded by Commissioner Koester. After discussion, the motion carried unanimously.

Minute Entry: Per passage of Resolution 09-12-16A (2010 Operating Budget), a 3.0% general wage increase for union employees and a 0.5% general wage increase for non-union employees will become effective 1/1/2010.

6. STAFF/COMMISSIONERS/ATTORNEY

Matt Everett

Matt reviewed the following item(s) from the General Manager's Report of 12/16/09:

- Normandy Park Water Right Application – The Board of Commissioners' signed a letter for staff to send to the Department of Ecology as a formal objection to the City of Normandy Park's Water Right Application No. G1-28636 for an emergency water right.
- 12/22/09 Workshop Meeting – All of the Commissioners will be able to attend the workshop.
- HWD Travel Policy – Matt stated that the District's current travel policy lacks restrictions. Matt will give a copy of the District's travel policy to the Commissioners for their review at the



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12/22/09 Board Workshop meeting and be prepared to discuss potential changes to it.

- Effects of Freezing Weather – Matt stated that the District received approximately 50 calls regarding frozen meters, hydrants and services. District crews discovered seventeen (17) hydrants that were installed without a ¼" drain hole that contributed to freezing. District crews will drill required drain holes to correct the problem.
- Project 08-1 Salt Air Hills Water Main Replacement – Matt and Jeremy met with Ken Kase (Midway Sewer) and Mark Pivetta (Pivetta Bros.) to discuss contract revision proposals. Matt stated that Mark Pivetta wants equitable adjustment for materials, et al. Matt asked the Board for authorization to hire a construction attorney to review Pivetta's request for validity.

Following discussion on motion made, seconded and carried unanimously, the Board authorized the General Manager to hire a construction attorney to review Mr. Pivetta's request.

Jeremy DelMar

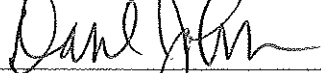
- Des Moines S. 216th St. Sidewalk Improvements Project – Jeremy informed the Board that KCWD #54 has requested to move their intertie (out of the City ROW) onto Highline's Pump Station #5 site. Jeremy said KCWD #54 requested a 25' x 25' easement. The Board did not have an issue with locating the intertie on District property with the provision that staff negotiate a smaller encumbrance (footprint) on the property. Jeremy will update the Commissioners at a future Board meeting.

Kathleen Quong-Vermeire

- Kathleen said she applied for the open position on the King County Council but was not selected.

There being no further business of the District, President Johnson adjourned the meeting at 5:06 PM.


BOARD OF COMMISSIONERS



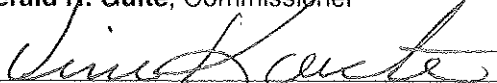
Daniel Johnson, President



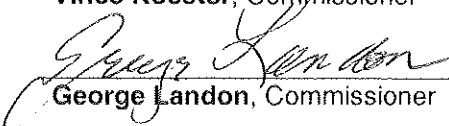
Kathleen Quong-Vermeire, Secretary



Gerald R. Guite, Commissioner



Vince Koester, Commissioner



George Landon, Commissioner