



# Highline Water District Minutes July 15, 2009

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

**1. CALL TO ORDER**

President Johnson called the meeting to order at 4:00 p.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 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: June 1, 2009 Regular Minutes</b>					
Fund Name	Fund No.	Warrant Date	Vouchers		AMOUNT
Maintenance	09-075-0010	07/21/09	011893	-	011951 \$ 318,696.29
Construction	09-075-3030	07/21/09	901090	-	901094 \$ 326,233.39
Maintenance-Payroll	09-075-3030	07/17/09	302294	-	302295 \$ 1,016.86
Fund Name	Fund No.	Period Ending	EFT Transfer Date		AMOUNT
Payroll Tax	09-075-0010	07/10/09	07/22/09		\$ 24,164.92
Direct Deposit	09-075-0010	07/10/09	07/17/09		\$ 68,930.67
HRA -VEBA	09-075-0010	07/10/09	07/17/09		\$ 2,305.00
Dept of Retirement - Deferred Comp	09-075-0010	07/10/09	07/17/09		\$ 3,196.50
Dept of Retirement	09-075-0010	07/10/09	08/14/09		\$ 9,284.31
Commissioner Quong-Vermeire's motion to approve the Consent Agenda as presented was seconded by Commissioner Guite. The motion carried unanimously.					

**4. RESOLUTIONS/MOTIONS**

No resolutions presented to the Board.

**5. PUBLIC INPUT**

No members of the public were present.



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### 6. STAFF / COMMISSIONERS / ATTORNEY INPUT

#### **Matt Everett**

*Matt reviewed the following item(s) from the General Manager's Report of 7/15/09:*

- 7/15/09 Draft Letter from the Board to WASWD re: Audit Concerns – The Board members reviewed the letter. On a motion duly made and seconded, the Board unanimously agreed to sign the letter. District staff will email the letter to the appropriate Association members on behalf of the Commissioners.
- Legislative Reception – August 18, 2009 – 1:30 PM to 3:30 PM – Highline and Midway Sewer District will host a reception for state legislators from the 33<sup>rd</sup> District. The agenda is as follows: (1) Tour of Highline and/or Midway Treatment Facility, (2) Public Works Trust Fund Status Discussion; and (3) An overview of both Districts.
- 2009 Monthly Water Supply vs. Water Sales – Matt informed the Board that the District experienced a spike in unaccounted for water loss in June 2009. Matt met with the managers, supervisors and field leads to discuss the options available to determine the cause(s) of the unaccounted water loss. For the next two weeks, the field crews will test all irrigation meters to see if the meters are functioning properly. Matt will keep the Board updated.

#### **Jeremy DelMar**

- SW09-1 Sunrise View Bypass Pipeline (53<sup>rd</sup> Ave S) – Jeremy informed the Board that the City of Seatac Council awarded the construction contract to Les Russell Construction. The City of Seatac is the lead agency for this project. The project is expected to start in August.
- Project 08-1 Salt Air Hills Water Main Replacement – Pivetta Bros. have completed the water portion of this project. The negotiations for all contract revisions under force account have been completed. The remaining work is the paving restoration.
- South CORrectional Entity (SCORE) – S. 208<sup>th</sup> St. & 18<sup>th</sup> Ave. S., Des Moines  
Jeremy updated the Board on the status of the new jail project. The first phase of construction will be to rough grade the site. The SCORE contractor (out to bid) will relocate Highline's existing transmission main (Angle Lake Well to Des Moines Treatment Plant). The construction costs for Phase I will be paid for by SCORE. Jeremy said the existing main would remain operational during the installation of the new main and will be abandoned after acceptance of new main.

The second phase will be the construction of the jail facility. A separate developer extension will be presented to the Board for the second phase portion of the project.



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There being no further business of the District, President Johnson adjourned the meeting at 4:51 PM.

**BOARD OF COMMISSIONERS**

*Daniel Johnson*

Daniel Johnson, President

*Kathleen Quong-Vermeire*

Kathleen Quong-Vermeire, Secretary

*Gerald R. Guite*

Gerald R. Guite, Commissioner

*Vince Koester*

Vince Koester, Commissioner

*George Landon*

George Landon, Commissioner