



**Highline Water District  
Regular Board Meeting Minutes  
July 7, 2010**

<b>ATTENDEES</b>		
<b>COMMISSIONERS</b> Gerald R. Guite Daniel Johnson Vac Vince Koester-(Left meeting @10:32 a.m.) George Landon Sick Kathleen Quong-Vermeire	<b>HWD STAFF</b> Matt Everett, General Mgr. Jeremy DelMar, Eng/Ops Mgr. Debra Prior, Administrative Mgr. Vac Mary Fossos, Proj. Coordinator., CIPs	<b>HWD ATTORNEY(S)</b> John Milne  <b>VISITORS</b> Page & Beard Architects
Strikeouts indicate absence		

**1. CALL TO ORDER**

President Quong-Vermeire 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 Koester and carried unanimously.

**3. CONSENT AGENDA**

<b>Minutes:</b>	June 15, 2010 Special Board Meeting June 22, 2010 Board Workshop				
Fund Name	Fund No.	Warrant Date	Vouchers		AMOUNT
Maintenance	09-075-0010	07/13/10	13059 -	13109	\$ 328,859.24
Construction	09-075-3030	07/13/10	901186 -	901191	\$ 189,584.31
Maintenance - Payroll	09-075-0010	07/02/10	302336 -		\$ 1,084.56
Fund Name	Fund No.	Period Ending	EFT Transfer Date	AMOUNT	
Payroll Tax	09-075-0010	06/11/10	06/23/10	\$ 22,839.62	
Payroll Tax	09-075-0010	06/25/10	07/07/10	\$ 23,891.04	
Direct Deposit	09-075-0010	06/11/10	06/18/10	\$ 63,640.85	
Direct Deposit	09-075-0010	06/25/10	07/02/10	\$ 66,579.70	
HRA - VEBA	09-075-0010	06/11/10	06/18/10	\$ 2,151.50	
HRA - VEBA	09-075-0010	06/25/10	07/02/10	\$ 2,151.50	
Dept of Retirement	09-075-0010	06/11/10	07/15/10	\$ 8,015.37	
Dept of Retirement	09-075-0010	06/25/10	07/15/10	\$ 7,928.79	
Dept of Retirement – Deferred Compensation	09-075-0010	06/11/10	06/18/10	\$ 3,253.00	
Dept of Retirement – Deferred Compensation	09-075-0010	06/25/10	07/02/10	\$ 3,890.50	
Dept of Revenue – B&O Tax	09-075-0010	05/31/10	06/28/10	\$ 51,630.89	
<b>CONSENT AGENDA RESOLUTIONS</b>					
Item #	Resolution #	Description			
3.1	10-7-7A	Resolution Accepting Developer Extension as Complete (Criminal Justice Dormitory).			

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



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**4. PUBLIC INPUT**

No members of the public attended the meeting.

**5. RESOLUTIONS/MOTIONS**

- ◆ Resolution 10-7-7A Accepting as Complete - Project 07-1 490 Zone Water System Improvements (Buno Construction, LLC). After discussion, Commissioner Koester's motion to approve was seconded by Commissioner Guite and carried unanimously.
- ◆ Resolution 10-7-7B Site Lease Amendment No. 1 with Clearwire US LLC (McMicken Heights Tank Site). Commissioner Koester's motion to approve was seconded by Commissioner Guite. After discussion, the motion carried unanimously.
- ◆ Motion 10-7-7(1) to authorize Phase 2 (Construction Documents & Permits, Construction Administration) of Page & Beard Architect's Design Contract #10-60-02 for the Headquarters Roof Repair/Office Remodel for a not-to-exceed amount of \$53,215.00. Commissioner Koester's motion to approve was seconded by Commissioner Guite. After discussion, the motion carried unanimously.
- ◆ Motion 10-7-7(2) to authorize participation in the process to create an SPU Purveyors All Hazards Response Plan. Commissioner Quong-Vermeire's motion to approve was seconded by Commissioner Koester. The motion carried 2 to 1 with Commissioner Guite voting no.

**6. HWD HEADQUARTERS ROOF REPAIR/OFFICE REMODEL**

**Presentation by Page & Beard Architects**

Architects Lee Beard and Galen Page gave a presentation on the proposed redesign of the roof and the conversion of the open courtyard to a storage room. Mr. Beard explained how HVAC equipment should be replaced because the existing units are nearing the end of their useful life and will be removed to accommodate the new roof. Mr. Beard discussed the relocation of the fountain in the courtyard. It is estimated that the cost to relocate the fountain is approximately \$7,500.00. A less expensive option is approximately \$1,200.00. The Board requested the fountain be discussed at a later meeting.

After discussion with staff and the Commissioners, President Quong-Vermeire thanked Mr. Beard and Mr. Page for their presentation. *Reference Section 5 - Motion 10-7-7(1).*

**7. STAFF/COMMISSIONERS/ATTORNEY**

**Jeremy DelMar**

- ◆ Jeremy informed the Board that a resolution to award a new Asphalt/Concrete Maintenance Contract will be presented at the July 21, 2010 Regular Board meeting.
- ◆ Jeremy informed the Board that a resolution to authorize an amendment to RH2 Engineering's Design Contract #07-60-04 to provide construction services for the McMicken Heights Groundwater Well/Treatment Plant will be presented at the July 21, 2010 Regular Board meeting.

**Matt Everett**

*Matt commented on the following items from the 7/7/10 General Manager's Report:*

- ◆ January-June 2010 - Water Loss Report – Matt explained the unaccountable water loss is estimated at 11.9%. It is believed this number will reduce during the remainder of the year.
- ◆ Regional All Hazards Response Plan Funding  
The intent of the plan is to document how SPU and wholesale purveyors would work together in the event of a major catastrophe or emergency. The plan will establish an operating framework using



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principals of the Incident Command Structure (ICS) to document the specific actions each entity would be responsible for during an event.

The cost to contract for development of the framework template, utility consultation, training class/s, and the function exercise with Public Safety Consultants Northwest, LLC (PSCNW, LLC) is \$9,000 total. The maximum payment would be \$833.00/per purveyor.

*Reference Motion 10-7-7(2) in Section 5 Resolutions/Motions.*

◆ SPU Algae Issue in HWD 560 Zone

All samples were in compliance with DOH water quality requirements. Matt informed the Board that to-date the District has expended 651 labor hours for field crews to clean meter screens and test the accuracy of the meters before and after screen cleaning. HWD crews have checked 110 3-inch or larger meters and 1,050 2-inch or smaller meters. Commissioner Quong-Vermeire requested more water quality sampling to ensure the algae is not causing water quality problems.

◆ SeaTac International Days Festival

Matt commented on the District's participation in the festival and acknowledged employees' Polly Daigle, John Spindler a.k.a. "Willy Water", and Jeff Laizure for their hard work and efforts.

Water and Sewer Risk Management Pool (WSRMP) Proposal

The District received a proposal from WSRMP. District management reviewed the proposal and will discuss the proposal with Enduris.

**8. EXECUTIVE SESSION - REVIEW THE PERFORMANCE OF A PUBLIC EMPLOYEE**

RCW 42.30.110(1)(g) - To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW 42.30.140(4), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public.

The executive session was canceled due to a lack of a quorum (Commissioner Koester left the meeting at 10:32 a.m.).

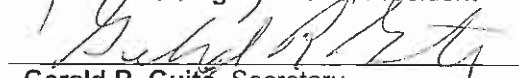


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There being no further business of the District, President Quong-Vermeire concluded the meeting at 10:54 AM.

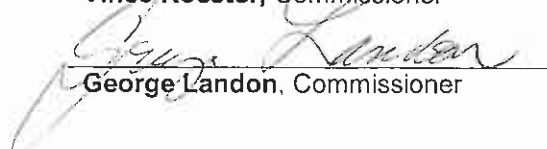
**BOARD OF COMMISSIONERS**

  
Kathleen Quong-Vermeire, President

  
Gerald R. Guité, Secretary

  
Daniel Johnson, Commissioner

  
Vince Koester, Commissioner

  
George Landon, Commissioner