



## Highline Water District Regular Board Meeting Minutes August 18, 2010

<b>ATTENDEES</b>		
<b>COMMISSIONERS</b> Gerald R. Guite Daniel Johnson (arrived @ 4:10 pm) Vince Koester George Landon Kathleen Quong-Vermeire	<b>HWD STAFF</b> Matt Everett, General Mgr. Jeremy DelMar, Eng/Ops Mgr. Debra Prior, Administrative Mgr. Mary Fossos, Proj. Coordinator., CIPs	<b>HWD ATTORNEY(S)</b> John Milne  <b>VISITORS</b>
Strikeouts indicate absence		

**1. CALL TO ORDER**

President Quong-Vermeire called the meeting to order at 9:00 a.m.

**2. APPROVE AGENDA**

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

**3. CONSENT AGENDA**

Minutes:	August 4, 2010 Regular Meeting				
Fund Name	Fund No.	Warrant Date	Vouchers		AMOUNT
Maintenance	09-075-0010	08/24/10	13202 - 13255		\$ 617,214.32
Construction	09-075-3030	08/24/10	901197 - 901200		\$ 25,232.68
Maintenance - Payroll	09-075-0010	08/13/10	302331		\$ 750.89
Fund Name	Fund No.	Period Ending	EFT Transfer Date	AMOUNT	
Payroll Tax	09-075-0010	08/06/10	08/18/10	\$	23,938.30
Direct Deposit	09-075-0010	08/06/10	08/13/10	\$	64,648.94
HRA - VEBA	09-075-0010	08/06/10	08/13/10	\$	2,151.50
Dept of Retirement	09-075-0010	08/06/10	09/15/10	\$	8,159.91
Dept of Retirement – Deferred Compensation	09-075-0010	08/06/10	08/13/10	\$	3,940.50
Dept of Revenue – B&O Tax	09-075-0010	07/31/10	08/26/10	\$	60,533.70
<b>CONSENT AGENDA RESOLUTIONS</b>					
Item #	Resolution #	Description			
<b>NONE</b>					

Commissioner Koester's motion to approve the Consent Agenda as amended to correctly state the meeting minutes as August 4, 2010, was seconded by Commissioner Landon. The motion carried unanimously.

**4. PUBLIC INPUT**

No members of the public attended the meeting.

**5. RESOLUTIONS/MOTIONS**

- Resolution 10-8-4A authorizing eighteen-month time extension for completion of the Landmarque developer extension project. 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 10-8-4B authorizing amendment to developer extension agreement to allow developers to provide alternative performance guarantees (securities) in lieu of a performance bond. Commissioner Koester's motion to approve was seconded by Commissioner Landon. After discussion, the motion carried unanimously.
- ◆ Resolution 10-8-4C commending employee (Dayla Boerger) for five years of service with the district. Commissioner Guite's motion to approve was seconded by Commissioner Koester and carried unanimously.
- ◆ Motion 10-8-4(1) by Commissioner Koester to cancel the September 15, 2010 Regular Board Meeting due to scheduling conflict with the WASWD Fall Conference and schedule a Special Meeting for September 22, 2010 at 9:00 a.m. was seconded by Commissioner Landon. After discussion, the motion carried unanimously.
- ◆ Motion 10-8-4(2) duly made and seconded to schedule a Special Meeting in coordination with Midway Sewer District, for August 26, 2010, at 9:00 AM, to meet with Scott McKinney, the new WASWD Executive Director, and tour the respective Districts' facilities. After discussion, the motion carried unanimously.

### 6. STAFF/COMMISSIONERS/ATTORNEY

#### Jeremy DelMar

- ◆ Project 10-1 42nd Ave S – All of the water meter installation will be completed by next Monday (8/23/10).
- ◆ Project 10-3 HWD HQ Roof Repair/Office Remodel - Jeremy informed the Board that the project would be advertised for bids on 9/2/10 with a bid opening scheduled for 9/16/10. Jeremy anticipates construction to begin mid-October.
- ◆ Project 07-2 McMicken Heights Well/Treatment Plant – Jeremy anticipates bidding the project in November 2010.

#### Matt Everett

*Matt commented on the following items from the 8/18/10 General Manager's Report:*

- ◆ Scheduling Conflict with September 15, 2010 Board Meeting – Matt reminded the Commissioners that the board meeting conflicts with the WASWD Fall Conference. Matt asked the Board to consider scheduling a special meeting for September 22, 2010 at 9:00 am. The Board unanimously agreed to hold a special meeting on 9/22/10. (Reference Section 5 Resolutions/Motions).
- ◆ Water Sales Update – The District's water sales are approximately 10.5% less than anticipated in the 2010 budget (January – July).



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### 6. STAFF/COMMISSIONERS/ATTORNEY

- ◆ New WASWD Executive Director – A special board meeting to meet with the new WASWD Executive Director, Scott McKinney, is scheduled for 8/26/10 at 9:00 am. Matt Everett, HWD General Manager, and Ken Kase, General Manager, Midway Sewer District, will give Mr. McKinney a tour of the respective Districts' facilities. (Reference Section 5 Resolutions/Motions).
- ◆ Water Meter Access Policy for Property Owners – Matt informed the Board of the need to have a written policy in place and will bring a resolution to the Board at the 8/18/2010 meeting.

#### Jerry Guite

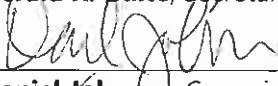
- ◆ Commissioner Guite mentioned that Johnson Controls, Inc. has a company division that detects where water loss occurs. Jeremy will follow up with contact.

There being no further business of the District, President Quong-Vermeire concluded the meeting at 4:40 PM.

#### BOARD OF COMMISSIONERS

  
Kathleen Quong-Vermeire, President

  
Gerald R. Guite, Secretary

  
Daniel Johnson, Commissioner

  
Vince Koester, Commissioner

  
George Landon, Commissioner