



**Highline Water District  
Minutes  
January 6, 2010**

**COMMISSIONERS PRESENT**

Gerald R. Guite  
Daniel Johnson  
Vince Koester  
George Landon  
Kathleen Quong-Vermeire  
**CONSULTANT(S) PRESENT**

**STAFF PRESENT**

Matt Everett, General Manager  
Jeremy DelMar, Engineering Manager  
Debra Prior, Administrative Manager  
Mary Fossos, Project Coordinator, CIPs

**ATTORNEY(S) PRESENT**

John Milne

**Note: Strikeouts indicate absence**

**1. CALL TO ORDER**

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

**1A. OATH OF OFFICE - NEWLY ELECTED COMMISSIONERS' KOESTER AND QUONG-VERMEIRE**

John Milne, HWD Attorney, administered the oath of office for six-year terms (2010-2015) to Commissioner Koester (Position No. 5) and Commissioner Quong-Vermeire (Position No. 3).

**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).

<b>Minutes:</b> January 6, 2010 Regular Meeting						
<b>Fund Name</b>	<b>Fund No.</b>	<b>Warrant Date</b>	<b>Vouchers</b>			<b>AMOUNT</b>
Maintenance	09-075-0010	01/12/10	012457	-	012501	\$ 122,382.47
Construction	09-075-3030	01/12/10	901138	-	901143	\$ 409,438.96
Maintenance - Payroll	09-075-0010	12/31/09	302309	-		\$ 479.59
<b>Fund Name</b>	<b>Fund No.</b>	<b>Period Ending</b>	<b>EFT Transfer Date</b>		<b>AMOUNT</b>	
Payroll Tax	09-075-0010	12/25/09	01/06/10		\$ 23,107.08	
Direct Deposit	09-075-0010	12/25/09	12/31/09		\$ 69,183.16	
Dept of Retirement	09-075-0010	12/25/09	01/15/10		\$ 8,155.20	
Dept of Revenue – B&O Tax	09-075-0010	11/30/09	12/28/09		\$ 48,376.41	

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

**4. PUBLIC INPUT**

No members of the public attended the meeting.



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**5. RESOLUTIONS/MOTIONS**

Resolution 10-1-6A electing the President of the Board of Commissioners. Commissioner Quong-Vermeire was nominated and elected by unanimous vote to serve as President of the Board for 2010.

Resolution 10-1-6B electing the Secretary of the Board of Commissioners. Commissioner Guite was nominated and elected by unanimous vote to serve as the Secretary of the Board for 2010.

Resolution 10-1-6C amending the comprehensive plan to allow extension to the water district system (Seatac Wally Park). Commissioner Koester's motion to approve was seconded by Commissioner Landon. After discussion, the motion carried unanimously.

**6. STAFF/COMMISSIONERS/ATTORNEY**

**Kathleen Quong-Vermeire**

- Commissioner Quong-Vermeire presented Commissioner Johnson with a plaque honoring his service as the 2009 Board President.

**Matt Everett**

*Matt reviewed the following item(s) from the General Manager's Report of 1/6/10:*

- SPU ERU Credits For New Source –HWD received 4,056 ERU credits from SPU for its Tye Well Source. Following discussion on motion made and seconded to accept SPU's calculations for the 4,056 ERU credits, the motion carried unanimously.
- Des Moines Parks Board (DMPB) – The DMPB requested use of the District's Board Room to hold monthly meetings in the evening hours. Following discussion on motion made and seconded to consider the request, the Board rejected the request due to financial and security reasons.
- Matt reviewed the District's Customer Service tasks from 2005 – 2009. The totals are as follows:

<b>Year</b>	<b>Locks</b>	<b>Collections</b>	<b>Finals</b>	<b>Phone Calls</b>	<b>Action Requests</b>
2009	2,075	244	861	29,000	546
2008	1,527	190	923	28,000	345
2007	1,367	235	1,172	28,500	417
2006	1,130	184	1,382	28,000	436
2005	1,291	232	1,596	Not Available	406
<b>Totals &gt;</b>	<b>7,390</b>	<b>1085</b>	<b>5,934</b>	<b>113,500</b>	<b>2,150</b>

<b>Total Accounts</b>	<b>18,081</b>
<b>Discounted Base Rates</b>	<b>307</b>
<b>Customers on AutoPay</b>	<b>1,446</b>
<b>Online Payments since March 2009</b>	<b>2,086</b>
<b>Manual Credit Card Payments</b>	<b>7,500</b>



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**John Milne**

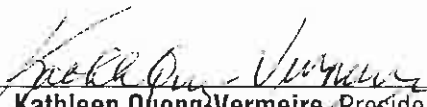
- Commissioner Workshop - January 23, 2010 (Lynnwood, WA) – 8:30 am to 4:30 pm. John will give a presentation on the Open Public Meetings Act.

**Jeremy DeIMar**

- Jeremy updated the Board on KCWD #54's request for an easement at Highline's Pump Station No. 5 site to relocate their existing intertie. Jeremy said a title report would be necessary to determine the value of the property. Jeremy will update the Board at a future meeting.
- In 2009, the District pumped over 25% of its total water supply from District wells, the most on record.
- The total unaccountable water loss in 2009 was 7.5%.

There being no further business of the District, President Quong-Vermeire adjourned the meeting at 9:39 AM.

**BOARD OF COMMISSIONERS**

  
Kathleen Quong-Vermeire, President

  
Gerald R. Guite, Secretary

  
Daniel Johnson, Commissioner

  
Vince Koester, Commissioner

  
George Landon, Commissioner