



**Highline Water District  
Regular Board Meeting Minutes  
March 3, 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 Quong-Vermeire called the meeting to order at 9:00 a.m.

**2. APPROVE AGENDA**

Commissioner Landon's motion to approve the Agenda as presented seconded by Commissioner Guite 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:** February 17, 2010 Regular Meeting; February 23, 2010 Workshop

Fund Name	Fund No.	Warrant Date	Vouchers	AMOUNT
Maintenance	09-075-0010	02/22/10	12643 -	\$ 2,528.66
Maintenance	09-075-0010	03/09/10	12644 - 12688	\$ 64,306.42
Construction	09-075-3030	03/09/10	901157 - 901162	\$ 33,198.90

Fund Name	Fund No.	Period Ending	EFT Transfer Date	AMOUNT
Payroll Tax	09-075-0010	02/19/10	03/03/10	\$ 23,053.22
Direct Deposit	09-075-0010	02/19/10	02/26/10	\$ 63,794.12
HRA - VEBA	09-075-0010	02/19/10	02/26/10	\$ 2,151.50
Dept of Retirement	09-075-0010	02/19/10	03/15/10	\$ 8,130.35
Dept of Retirement - Deferred Compensation	09-075-0010	02/19/10	02/26/10	\$ 3,153.00
Dept of Revenue - B&O Tax	09-075-0010	01/31/10	02/25/10	\$ 51,168.52

Commissioner Koester'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.**

**5. BOARD RESOLUTIONS**

Resolution 10-3-3A accepting Developer Extension as Complete (Parkside Elementary School). Commissioner Guite's motion to approve seconded by Commissioner Landon. After discussion, the motion carried unanimously.

Resolution 10-3-3B accepting Developer Extension as Complete (Marvista Elementary School). Commissioner Johnson's motion to approve seconded by Commissioner Landon. After



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5. **BOARD RESOLUTIONS**

discussion, the motion carried unanimously.

Resolution 10-3-3C authorizing amendments to the Highline Water District Code Book, Chapter 6.04 – Rates (Section 6.04.020 – Table 4, Item #4) and Chapter 6.06 Rate Reduction Program for Low Income Senior Citizens and Low Income Disabled Persons (Section 6.06.010). Commissioner Johnson's motion to approve seconded by Commissioner Landon. After discussion, the motion carried unanimously.

Resolution 10-3-3D commending employee (Ed Crisamore) for twenty-five years of service. Commissioner Landon's motion to approve seconded by Commissioner Guite and carried unanimously.

Resolution 10-3-3E authorizing Release of Easement #9205191268 (Parkside Primary School). Commissioner Johnson's motion to approve seconded by Commissioner Koester. After discussion, the motion carried unanimously.

Resolution 10-3-3F authorizing Release of Easement #9205191267 (Marvista Elementary School). Commissioner Koester's motion to approve seconded by Commissioner Landon. After discussion, the motion carried unanimously.

Resolution 10-3-3G authorizing an amendment to the Highline Water District Code Book to delete Chapter 4.01 – Cellular Phones – Personal Use, as the policy is no longer applicable to the District. Commissioner Landon's motion to approve seconded by Commissioner Johnson. After discussion, the motion carried unanimously.

Resolution 10-3-3H accepting as complete, Project SW09-1 Sunrise View Bypass Pipeline (53<sup>rd</sup> Ave S Water Main Replacement). Commissioner Koester's motion to approve seconded by Commissioner Landon. After discussion, the motion carried unanimously.

6. **STAFF/COMMISSIONERS/ATTORNEY**

**Matt Everett**

*Matt reviewed the following item(s) from the General Manager's Report of 3/3/2010:*

- Tukwila Interlocal Agreement – John Milne sent a draft interlocal agreement to the City of Tukwila for its review. The agreement includes a provision that the City will obtain a Letter of Credit from Segale to protect the District's interests.
- Tapping Team Policy – Dave Stanley, the coach of the District's tapping team submitted a memo to Matt and Jeremy requesting a change to the Tapping Team Policy to allow compensation for team members to practice. Due to the current economic climate, the General Manager and the Board are not in favor of compensating team members to practice. President Quong-Vermeire requested staff provide the Board with a breakdown of all costs (labor, parts, travel) for discussion at a future Board meeting.
- King County EMAC Water & Sewer Representative – Matt stepped down as the water and sewer districts' representative. The new representative will be appointed at the next WASWD Section IV meeting. The Committee meetings are held the second Tuesday of every month at the K.C. – ECC in Renton.



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6. STAFF/COMMISSIONERS/ATTORNEY

**Jeremy DelMar**

- ◆ Project 06-1 Southcenter Parkway Extension – Jeremy, Matt and John Milne attended a meeting last week (2/24/2010) at the District with Mark Segale to continue negotiations regarding cost sharing. The City of Tukwila has put the project out to bid with the bid opening scheduled for 3/18/2010.

**John Milne**

- ◆ King County Investment Pool – John is reviewing the Investment Pool Agreement and Cash Management Services Agreement along with the applicable state statutes. John will discuss his recommendations to the Board at the 3/23/2010 Workshop meeting.

**Kathleen Quong-Vermeire**

- ◆ Kathleen asked Matt to include the current fire hydrant issue on the 3/23/2010 Workshop agenda.


7. EXECUTIVE SESSION – POTENTIAL LITIGATION

*As permitted by RCW 42.30.110(i), the Board may adjourn to discuss specific matters. The purpose and length of time needed for the executive session is to be announced for the record. The Board may discuss with legal counsel representing the agency matters related to agency enforcement actions, or to discuss with legal counsel representing the agency, litigation or potential litigation to which the agency, the governing body or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency.*


At 9:55 a.m., President Quong-Vermeire adjourned to Executive Session to discuss potential litigation. The attorney estimated an adjournment of approximately 15 minutes. At 10:10 a.m., President Quong-Vermeire announced an additional 10 minutes. At 10:20 a.m., the executive session was extended an additional 10 minutes. At 10:30 a.m. the Board reconvened to the public portion of the meeting.

There being no further business of the District, President Quong-Vermeire concluded the meeting at 10:31 AM.

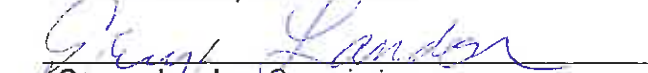
**BOARD OF COMMISSIONERS**

  
\_\_\_\_\_  
Kathleen Quong-Vermeire, President

Gerald R. Guite, Secretary

  
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Daniel Johnson, Commissioner

Vince Koester, Commissioner

  
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George Landon, Commissioner