



**Highline Water District
Regular Board Meeting Minutes
May 5, 2010**

ATTENDEES		
COMMISSIONERS <u>Gerald R. Guite</u> <u>Daniel Johnson</u> Vince Koester <u>George Landon</u> <u>Kathleen Quong-Vermeire</u>	HWD STAFF <u>Matt Everett, General Manager</u> <u>Jeremy DeJMar, Eng/Ops Manager</u> <u>Debra Prior, Administrative Manager</u> <u>Mary Fossos, Project Coordinator, CIPs</u>	HWD ATTORNEY(S) <u>John Milne</u> VISITORS
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 was 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: April 19, 2010 Special Meeting
 April 27, 2010 Workshop
 April 28, 2010 Special Meeting

Fund Name	Fund No.	Warrant Date	Vouchers	AMOUNT
Maintenance	09-075-0010	05/11/10	12870 - 12899	\$ 95,387.01
Construction	09-075-3030	05/05/10	901180 -	\$ 3,500.00
Construction	09-075-3030	05/11/10	901181 -	\$ 22,662.89

Fund Name	Fund No.	Period Ending	EFT Transfer Date	AMOUNT
Payroll Tax	09-075-0010	04/16/10	04/28/10	\$ 23,658.64
Direct Deposit	09-075-0010	04/16/10	04/23/10	\$ 67,584.31
HRA - VEBA	09-075-0010	04/16/10	04/23/10	\$ 2,151.50
Dept of Retirement	09-075-0010	04/16/10	05/14/10	\$ 8,253.87
Dept of Retirement – Deferred Compensation	09-075-0010	04/16/10	04/23/10	\$ 3,153.00
Dept of Revenue – B&O Tax	09-075-0010	3/31/10	04/26/10	\$ 50,125.58

CONSENT AGENDA RESOLUTIONS

Item #	Resolution #	Description
NONE		

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



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4. PUBLIC INPUT

No members of the public attended the meeting.

5. RESOLUTIONS/MOTIONS

- ◆ Resolution 10-5-5A accepting as complete Project 08-1 Salt Air Hills Water Main Replacement (Pivetta Brothers Construction, Inc.). After discussion, Commissioner Koester's motion to approve was seconded by Commissioner Johnson and carried unanimously.
- ◆ Commissioner Koester's motion to cancel the May 25, 2010 Regular Workshop Board Meeting and schedule a Special Workshop Board Meeting at 9:00 AM on Wednesday, May 26, 2010, for all District business that may come before the Board, was seconded by Commissioner Guite. The motion carried unanimously.
- ◆ Matt informed the Board that the City of Des Moines would be replacing an existing culvert at 13th Ave. S. & S. 223rd Street with a new box-type culvert to improve fish passage. Matt explained that the District has a water main in conflict with the location of the new culvert. The estimated construction costs for relocating the water main are \$20,000. The City of Des Moines would add the relocation of the water main to their construction schedule. Matt asked the Board for a motion to authorize hiring the City's consultant (Tetra Tech) to design the water main relocation for Highline.

Commissioner Koester's motion to authorize the General Manager to enter into an agreement with Tetra Tech to design the relocation of the District's existing water main was seconded by Commissioner Landon. After discussion, the motion carried unanimously.

6. 2010 1ST QUARTER FINANCIALS

Debbie and Matt reviewed the First Quarter Budget vs. Actual and answered questions of the Board.

7. STAFF/COMMISSIONERS/ATTORNEY

Matt Everett

Matt commented on the following item(s) from the General Manager's Report of 5/5/2010:

- ◆ Matt asked the Board for a motion to cancel the Regular Board Workshop meeting on 5/25/2010 due to a scheduling conflict with a Franchise Agreement Presentation in Tukwila and a WA WARN meeting in Ellensburg and schedule a Special Board Workshop meeting on Wednesday, May 26, 2010 at 9:00 AM to conduct all District business. (See Section 5 – Resolutions/Motions).
- ◆ Matt polled the Commissioners to see if they wanted staff to participate in a salary survey with four other local water districts. The Board did not want Highline to participate.
- ◆ Southcenter Parkway Extension Project – Matt distributed copies of a 5/26/2005 letter he sent to Jim Morrow, the former Public Works Director of the City of Tukwila. The letter explained Highline's position as it relates to the financing of the proposed improvements and protecting the interests of the District's ratepayers. The letter was also sent to Mark



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Segale. Mr. Segale does not want to pay for the additional design costs and for the relocation of Highline's transmission main to Orillia Road which is necessary due to the levy to be built on the District's existing transmission main.

Debbie Prior

- ◆ Debbie informed the Board that the District switched cell phone service to Verizon from Sprint/Nextel under the Western States Contracting Alliance (WSCA) – Government Entity Agreement. Verizon has better coverage and many of the local jurisdictions use Verizon. Debbie will email the Commissioners the information of the services Verizon provides.


John Milne


- ◆ Franchise Agreements Presentation
5/25/2010 – 10:00 AM to 1:00 PM - Embassy Suites Hotel, Tukwila, WA
John Milne, Attorney, Inslee, Best, Doezie & Ryder, PS and Hugh Spitzer, Attorney, Foster Pepper, PLLC, will give a legal overview (fees, charges, terms and conditions) for Commissioners, Managers and Counsel on Franchise Agreements water/sewer districts may enter into with cities and counties.


There being no further business of the District, President Quong-Vermeire concluded the meeting at 10:00 AM.


BOARD OF COMMISSIONERS


Kathleen Quong-Vermeire, President


Gerald R. Guite, Secretary


Daniel Johnson, Commissioner


Vince Koester, Commissioner


George Landon, Commissioner