



**Highline Water District
Regular Board Meeting Minutes
September 1, 2010**

ATTENDEES		
COMMISSIONERS Gerald R. Guite Daniel Johnson Vince Koester George Landon Kathleen Quong-Vermeire	HWD STAFF Matt Everett, General Mgr. Jeremy DelMar, Eng/Ops Mgr. Debra Prior, Administrative Mgr. Mary Fossos, Proj. Coordinator., CIPs	HWD ATTORNEY(S) John Milne VISITORS Rick Forschler, SeaTac Council Member
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 18, 2010 Regular Board Meeting, August 24, 2010 Board Workshop				
Fund Name	Fund No.	Warrant Date	Vouchers		AMOUNT
Maintenance	09-075-0010	09/07/10	13256 - 13288		\$ 58,162.61
Construction	09-075-3030	09/07/10	901201 - 901205		\$ 63,307.16
Fund Name	Fund No.	Period Ending	EFT Transfer Date	AMOUNT	
Payroll Tax	09-075-0010	08/20/10	09/01/10	\$ 23,604.37	
Direct Deposit	09-075-0010	08/20/10	08/27/10	\$ 64,292.89	
HRA - VEBA	09-075-0010	08/20/10	08/27/10	\$ 2,151.50	
Dept of Retirement	09-075-0010	08/20/10	09/15/10	\$ 8,119.14	
Dept of Retirement -- Deferred Compensation	09-075-0010	08/20/10	08/27/10	\$ 3,940.50	
Dept of Labor & Industries -Tax	09-075-0010	06/30/10	07/30/10	\$ 11,252.95	
CONSENT AGENDA RESOLUTIONS					
Item #	Resolution #	Description			
NONE					

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

4. PUBLIC INPUT

Rick Forschler, SeaTac Council Member, attended the meeting at the request of Commissioner Koester to discuss the City of SeaTac requiring the use of police officers for traffic control. Matt commented that the requirement is only for work done on main arterials. In the past 18-months, only 10% of the right-of-way permits (six) required a purchase order at an average cost of \$227.00/EA.



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5. RESOLUTIONS/MOTIONS

- ◆ Resolution 10-9-1A authorizing Developer Extension Agreement (Axcent Servicing Short Plat). Commissioner Koester's motion to approve was seconded by Commissioner Landon. After discussion, the motion carried unanimously.
- ◆ Resolution 10-9-1B commending employee (Tony Arthur) for Ten Years of service with the District. Commissioner Landon's motion to approve was seconded by Commissioner Guite and carried unanimously.

6. STAFF/COMMISSIONERS/ATTORNEY

Jeremy DelMar

- ◆ Project 10-3 HWD HQ Roof Repair/Office Remodel – Jeremy said the project is out for bids and the bid opening is scheduled for Thursday, 9/16/10 at 2:00 pm. Jeremy said a resolution to award the construction contract would be on the agenda of the 9/22/10 special board meeting.

Matt Everett

Matt commented on the following items from the 9/1/10 General Manager's Report:

- ◆ Personnel Manual – District management is currently updating the manual. Washington Employers will review the manual to ensure labor laws are addressed appropriately.
- ◆ Customer Service Recognition - A customer took the time to email Greg Wilson, Customer Service Supervisor, to let him know how much she appreciated the great customer service she received from Carryn Frye to help settle her mother's account after her passing.
- ◆ Matt will be on vacation the week of September 7 – 10, 2010.

Debbie Prior

- ◆ PNWS AWWA Customer Relationship Building Course – October 13-14, 2010 - Carryn and Delylah will be attending the seminar at Alderwood Water and Wastewater District in Lynnwood, WA. Debbie will ask for their feedback and update the Commissioners at the 10/20/10 Board meeting.



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There being no further business of the District, President Quong-Vermeire concluded the meeting at 9:19 AM.

BOARD OF COMMISSIONERS

Kathleen Quong-Vermeire, President

Gerald R. Guite, Secretary

Daniel Johnson, Commissioner

Vince Koester, Commissioner

George Landon, Commissioner