



# Highline Water District Regular Board Meeting Minutes November 3, 2010

ATTENDEES		
<b>COMMISSIONERS</b> Gerald R. Guite Daniel Johnson Vince Koester - Arrived @ 9:08 am George Landon Kathleen Quong-Vermeire – Arrived @ 9:08 am	<b>HWD STAFF</b> Matt Everett, General Mgr. Jeremy DeMar, Eng/Ops Mgr. Debra Prior, Administrative Mgr. Mary Fossos, Proj. Coordinator., CIPs	<b>HWD ATTORNEY(S)</b> John Milne  <b>VISITORS</b>
<b>Strikeouts indicate absence</b>		

**1. CALL TO ORDER**

Commissioner Guite 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 Johnson. The motion carried unanimously.

**3. CONSENT AGENDA**

Minutes:	October 20, 2010 Regular Board Meeting; October 27, 2010 Special Board Meeting				
Fund Name	Fund No.	Warrant Date	Vouchers		AMOUNT
Maintenance	09-075-0010	11/09/10	13458	- 13495	\$ 79,583.42
Construction	09-075-3030	11/09/10	901223	- 901225	\$ 8,859.65
Construction	09-075-0010	11/05/10	302340		\$ 750.89
Fund Name	Fund No.	Period Ending	EFT Transfer Date	AMOUNT	
Payroll Tax	09-075-0010	10/29/10	11/10/10	\$ 23,316.70	
Direct Deposit - Payroll	09-075-0010	10/29/10	11/05/10	\$ 65,296.03	
Dept of Retirement	09-075-0010	10/29/10	11/15/10	\$ 8,237.39	
Dept of Retirement – Deferred Compensation	09-075-0010	10/29/10	11/05/10	\$ 4,553.00	
HRA - VEBA	09-075-0010	10/29/10	11/05/10	\$ 2,151.50	
Dept of Revenue – B&O Tax	09-075-0010	09/30/10	10/26/10	\$ 69,552.45	
CONSENT AGENDA RESOLUTIONS					
Item #	Resolution #	Description			
NONE					

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

**4. PUBLIC INPUT**

No members of the public attended the meeting.

**5. RESOLUTIONS/MOTIONS**

- Resolution 10-11-3A terminating developer extension project (Kealy Mini Storage) and authorizing refund of developer's deposit. Commissioner Landon's motion to approve seconded by Commissioner Johnson. After discussion, the motion carried unanimously.



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### 5. RESOLUTIONS/MOTIONS

- ◆ Resolution 10-11-3B terminating developer extension project (Blueberry Lane) and authorizing refund of developer's deposit. Commissioner Landon's motion to approve seconded by Commissioner Johnson. After discussion, the motion carried unanimously.
- ◆ Resolution 10-11-3C terminating developer extension project (Bay Villa Apartments) and authorizing refund of developer's deposit. Commissioner Landon's motion to approve seconded by Commissioner Johnson. After discussion, the motion carried unanimously.
- ◆ Resolution 10-11-3D authorizing Amendment to HWDC - Section 6.04.060 General Facility Charge Defined, Table 13 – ERU for Single Family User. Commissioner Johnson's motion to approve seconded by Commissioner Landon. After discussion, the motion carried unanimously.
- ◆ Resolution 10-11-3E authorizing Amendment No. 1 to agreement with Segale Properties for Project 10-2 360 Zone PRVs/Orillia Road Water Main Replacement. Commissioner Koester's motion to approve seconded by Commissioner Landon. After discussion, the motion carried unanimously.
- ◆ Resolution 10-11-3F accepting as complete Public Works Trust Fund Loan #PW06-692-PRE-118 for the design of the McMicken Heights Production Well & Treatment Plant. Commissioner Koester's motion to approve seconded by Commissioner Quong-Vermeire. After discussion, the motion carried unanimously.
- ◆ Resolution 10-11-3G authorizing Change Order No. 1 to Project 10-3 HWD Headquarters Roof Repair/Office Remodel. Commissioner Landon's motion to approve seconded by Commissioner Koester. After discussion, the motion carried unanimously.
- ◆ Motion 10-11-3(1) – Commissioner Johnson's motion to authorize increasing the threshold for Capital Asset purchases to \$5,000 seconded by Commissioner Guite. After discussion, the motion carried unanimously.

### 6. STAFF/COMMISSIONERS/ATTORNEY

#### Debbie Prior

- ◆ State Audit – Debbie said the audit is going well and there are no issues to report.

#### Vince Koester

- ◆ Commissioner Koester asked to receive the Board Agenda in a timely manner. Matt said staff was waiting for additional information in order to complete the agenda before sending it to the Commissioners.
- ◆ Commissioner Koester said he would be on vacation and would not be attending the 11/17/2010 Board meeting.



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### 6. STAFF/COMMISSIONERS/ATTORNEY

#### Daniel Johnson

- ◆ City of Des Moines Gateway Project – Dan asked Jeremy about the City's request for Highline to pothole 85 locations for potential conflicts. Jeremy answered by stating that he helped the City's consultant understand that potholing 85 locations was not the District's procedure for determining conflicts. Jeremy said the District would measure at the existing valves to determine the depth of the water mains. He also said the District has tasked PACE Engineers to determine whether any water main located in 24th Ave S would need replacement due to conflicts.

#### Jeremy DelMar

- ◆ City of Des Moines Gateway Project Open House – Jeremy attended the open house on 11/2/10. Matt sent a letter to the City Manager regarding a potential funding partnership for the project as directed by the Board.

#### Jerry Guite

- ◆ City of Normandy Park Manhattan Project – Commissioner Guite said he attended the City's Council meeting on Monday, 11/1/10, and stated for the record that as a Commissioner of Highline Water District, he wants the District included on any potential grant funding if the project would require the District to replace water mains in City right-of-way.

Jeremy commented that he spoke with the Public Works Director, Pete Landry. Mr. Landry informed Jeremy that the City received a grant to hire a consultant to determine the planning and feasibility to develop the area. The City is in the very preliminary stages of planning at this time.

- ◆ Commissioner Guite said he would be on vacation and would not be attending the 11/17/2010 Board meeting.

#### Matt Everett

*Matt commented on the following items from the 11/03/10 General Manager's Report:*

- ◆ Local 32 Union Contract Negotiations – Matt said the union employees contract expires on 12/31/10. Contract negotiations will begin in late November.
- ◆ Draft Joint Municipal Utility Services Act – Matt distributed to the Board and staff a copy of the preliminary analysis completed by John Milne, District's legal counsel. Matt said Mr. Milne would attend the 11/17/10 Board meeting to discuss this further and answer any questions the Board may have.
- ◆ King County Reclaimed Water Program – The Board suggested the WASWD Section IV letter to King County regarding the costs associated with the program include a list of all Section IV (King County) water and/or sewer districts.



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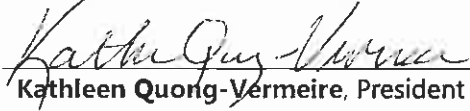
**6. STAFF/COMMISSIONERS/ATTORNEY**

**Kathleen Quong-Vermeire**

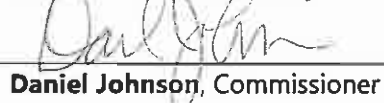
- ◆ Commissioner Quong-Vermeire informed the Commissioners and staff that she would be taking a vacation to China and would be back on 11/15/10.

There being no further business of the District, President Quong-Vermeire concluded the meeting at 10:15 AM.

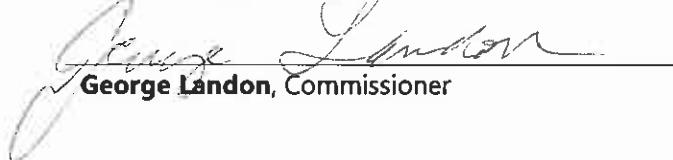
**BOARD OF COMMISSIONERS**

  
Kathleen Quong-Vermeire, President

**Gerald R. Guite, Secretary**

  
Daniel Johnson, Commissioner

**Vince Koester, Commissioner**

  
George Landon, Commissioner