



Highline Water District Workshop Minutes March 24, 2009

COMMISSIONERS PRESENT

Gerald R. Guite
Vince Koester
George Landon
Kathleen Quong-Vermeire
Daniel Johnson

CONSULTANT PRESENT

STAFF PRESENT

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

ATTORNEY PRESENT

John Milne

Note: Strikeouts indicate absence

1. **CALL TO ORDER** **President Johnson**
President Johnson called the meeting to order at 9:00 AM.

2. **APPROVE AGENDA** **President Johnson**
Commissioner Guite's motion to approve the agenda as presented was seconded by Commissioner Landon and carried unanimously.

3. **2008 BUDGET VS. ACTUAL** **Matt Everett, Debbie Prior**
Matt and Debbie reviewed the 4th quarter financial reports and answered questions from the Commissioners.

4. **COLLECTING RATEPAYERS EMAIL ADDRESSES** **Commissioner Koester**
Vince suggested collecting email addresses from the ratepayers in order to more efficiently contact them and save money on postage. Matt and Debbie will research further.

5. **DRAFT 2008 ANNUAL REPORT** **Matt Everett**
Matt asked the Commissioners to review the final draft of the annual report and submit their comments/suggestions to him.

6. **WA WARN MUTUAL AID AGREEMENT** **Commissioner Quong-Vermeire**
Matt said he would provide copies of the draft agreement for the Board to review. Commissioner Quong-Vermeire requested to set a deadline of 4/30/09 to sign the WA WARN Mutual Aid Agreement. Upon a motion duly made and seconded, the Board unanimously agreed to sign the WA WARN Mutual Aid Agreement by 4/30/09.

7. **RESOLUTIONS/MOTIONS**

| Item # | Resolution # | Description of Resolution/Motion | Presenter(s) |
|--------|--------------|--|--------------|
| 7.1 | 09-3-24A | Resolution awarding contract to Retail Lockbox, Inc. to provide "Lockbox" and Payment Processing Services. Commissioner Landon made a motion to award the contract as amended to include an attachment of the "Red Flag Rules." The motion was seconded by Commissioner Guite. After discussion, the motion carried unanimously. | Matt Everett |

8. **DATABAR – AMENDMENT TO AGREEMENT** **Debbie Prior**
Debbie informed the Board that Databar prints and mails the ratepayers' bills. The amendment includes the "Red Flag Rules."



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9. BROWN AND CALDWELL CONTRACT AMENDMENT

Matt informed the Board that Matt Maring with Brown and Caldwell called and emailed he an Jeremy to request additional fees after the contract was completed. Matt distributed to the Board his 3/23/09 letter of response to Mr. Maring and commented on his decision to deny the request for a budget amendment.

10 OTHER

Matt Everett

Project 06-2 Hidden Valley Water Main Replacement

Matt distributed and reviewed his 3/23/09 letter to Smout/Henderson regarding the District's position with their property claim.

Dan Johnson

WASWD Public Relations Committee – Solicit New Members

Matt suggested Dan contact the Municipal Research Services Center for assistance.

Vince Koester

WASWD Finance Committee

Vince suggested Debbie join the committee. Debbie agreed and will inform Twila via email to add her name to the committee.

WASWD Technology Committee Meeting


Vince and George attended the meeting last Friday (3/20/09). Vince suggested that the District participate in a pilot program for shared GIS and wireless services. Matt said he would discuss this with Teya.

There being no further business of the District, President Johnson adjourned the meeting at 10:43 a.m.


BOARD OF COMMISSIONERS




Daniel Johnson, President



Kathleen Quong-Vermeire, Secretary



Gerald R. Guite, Commissioner



Vince Koester, Commissioner



George Landon, Commissioner