



**Highline Water District  
Workshop Minutes  
June 23, 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**  
Commissioner Johnson called the meeting to order at 9:00 AM.

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

- 3. DAMAGE CLAIM AGAINST HWD**  
Matt informed the Board of a claim against the District by Paula K. Hall – 27227 32<sup>nd</sup> Pl. S., Auburn, WA. Ms. Hall alleges that her property was flooded due to construction by King County on 8/30/07. Matt said King County did storm drain work in the area in order to divert more water into the creek and at the same time Highline discovered a very small leak in a hydrant run located at S. 272<sup>nd</sup> St. & Military Rd. S. Ms. Hall contends that the District and King County contributed to the standing water on her property. Matt and Dave Stanley will attend the Small Claims Court proceedings on August 24, 2009. Ms. Hall is claiming \$5,000 in damages. Small Claims Court damages cannot exceed \$4,000.

- 4. SMALLS WORKS ROSTER - Consider Outsourcing**  
Matt informed the Board that he would like to outsource the Small Works Roster. Matt distributed information provided by John Milne, District General Counsel, on the three (3) options available:

(1) Statutory Small Works Roster (2) MRSC Small Works Roster – This option includes approximately 1,100 contractors and 525 consultants;(3) Shared Procurement Portal Small Works Roster – This option includes the following rosters: 1) Small Public Works with approximately 850 contractors; 2) Professional Services and Architectural and Engineering; 3) Information Technology Consulting; 4) General Services; 5) Supply Vendor and 6) Legal Services. Matt and Jeremy will review the options/costs and report back to the Board.



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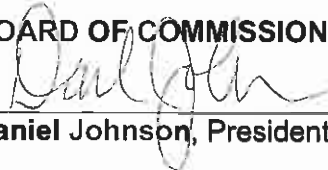
**5. EXECUTIVE SESSION –General Manager’s Employment Contract**

*RCW 42.30.110(1)(g) – The purpose of the executive session is to review the general manager’s job performance. However, subject to RCW 42.30.140(4), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public.*

On motion duly made, seconded and carried unanimously, Commissioner Johnson convened an executive session at 9:18 a.m. to review the General Manager’s performance as it related to his employment agreement with the District. Johnson advised that the executive session would be concluded at approximately 9:25 a.m. All commissioners and the attorney then attended the executive session. At 9:25 a.m., the executive session was concluded and open public meeting was reconvened. Following discussion, Commissioner Koester made a motion to renegotiate and update the General Manager’s employment agreement which will expire on December 31, 2009, and to authorize Commissioner Johnson to give the General Manager written notice to that affect. Commissioner Landon seconded the motion which was carried unanimously. Commissioner Johnson then provided a letter to the General Manager stating the Board’s intent to renegotiate and update his employment agreement. The Board then directed the General Manager to update and revise his existing employment agreement, as he felt appropriate for consideration by the Board at a future meeting.

There being no further business of the District, President Johnson adjourned the meeting at 9:17 a.m.

**BOARD OF COMMISSIONERS**

  
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**Daniel Johnson, President**

**Kathleen Quong-Vermeire, Secretary**

  
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**Gerald R. Guite, Commissioner**

  
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**Vince Koester, Commissioner**

  
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**George Landon, Commissioner**