



**Highline Water District
Minutes
December 2, 2009**

COMMISSIONERS PRESENT Gerald R. Guite Daniel Johnson Vince Koester George Landon Kathleen Quong-Vermeire CONSULTANT(S) PRESENT	STAFF PRESENT Matt Everett, General Manager Jeremy DelMar, Engineering Manager Debra Prior, Administrative Manager Mary Fossos, Project Coordinator, CIPs ATTORNEY(S) PRESENT John Milne
Note: Strikeouts indicate absence	

1. CALL TO ORDER

President Johnson called the meeting to order at 9:00 a.m.

2. APPROVE AGENDA

Commissioner Guite's motion to approve the Agenda as presented was seconded by Commissioner Landon 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:	November 18, 2009				
Fund Name	Fund No.	Warrant Date	Vouchers		AMOUNT
Maintenance	09-075-0010	12/08/09	012365	- 012399	\$ 280,481.66
Maintenance Payroll	09-075-0010	12/04/09	302302		\$ 671.41
Fund Name	Fund No.	Period Ending	EFT Transfer Date		AMOUNT
Payroll Tax	09-075-0010	11/27/09	12/09/09		\$ 22,373.25
Direct Deposit	09-075-0010	11/27/09	12/04/09		\$ 64,408.07
HRA - VEBA	09-075-0010	11/27/09	12/04/09		\$ 2,305.00
Dept of Retirement	09-075-0010	11/27/09	12/15/09		\$ 8,159.19
Dept of Retirement – Deferred Comp.	09-075-0010	11/27/09	12/04/09		\$ 3,116.50
Dept of Revenue – B&O Tax	09-075-0010	10/30/09	11/25/09		\$ 51,379.32
Commissioner Guite's motion to approve the Consent Agenda as presented was seconded by Commissioner Landon and carried unanimously.					

4. PUBLIC INPUT

No members of the public attended the meeting.

5. RESOLUTIONS/MOTIONS

Resolution 09-12-09A approving an agreement with the City of SeaTac providing for the exchange of certain real estate and real property interests pursuant to Chapter 39.33 RCW. Commissioner Landon's motion to approve was seconded by Commissioner Guite. After discussion, the motion carried unanimously.



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Minutes
December 2, 2009**

5. RESOLUTIONS/MOTIONS

Resolution 09-12-2B authorizing amendment to HWDC Chapter 6.04 Rates – Section 6.04.020, Table III – Water/Miscellaneous Rates. Commissioner Landon's motion to approve was seconded by Commissioner Guite. After discussion, the motion carried unanimously.

6. DISCUSSION ITEMS

Draft 2010 Operating Budget

Matt and Debbie discussed revisions made to the Draft plan presented at the 11/18/09 Board Meeting and answered the Commissioners' questions. Matt invited Board members to contact him with any questions or comments about the proposed 2010 budget over the next two weeks prior to approving it at the December 16, 2009 Board meeting.

Draft 2010 Capital Improvement Plan

Matt and Jeremy discussed revisions made to the Draft plan presented at the 11/18/09 Board Meeting and answered the Commissioners' questions.

Draft 2010 Goals and Objectives

Matt, Debbie and Jeremy discussed the Draft plan presented at the 11/18/09 Board Meeting and answered the Commissioners' questions.

7. STAFF/COMMISSIONERS/ATTORNEY

Matt Everett

Matt reviewed the following item(s) from the General Manager's Report of 12/02/09:

- Normandy Park Well Update – Included in the Manager's Report is a copy of Normandy Park's application for an Emergency Water Right Permit.

Staff has expressed several concerns, including:

- (1) Who will be responsible to ensure the safety of the water for the Normandy Park Citizens?
- (2) HWD already has contingency emergency plans in place – Is there really a need for this?
- (3) The District has already put millions of dollars in infrastructure in the City of Normandy Park.

The District's comments must be submitted to the DOE by 12/20/09.

The Board was unanimously in agreement for staff to write a letter on behalf of the Board of Commissioners expressing HWD's concerns. The Board would sign the letter at the 12/16/09 Board Meeting. The Board also agreed to send a copy of the letter to the City of Normandy Park.

- District Gas Card Problems – Matt and Debbie informed the Board that they met with State Fraud Specialists to conduct interviews with selected staff to discuss suspected unauthorized fuel credit card purchases. The State Auditors' office may provide a letter to the District regarding the suspected fraud. Management has revised the procedure to help prevent this from happening in the future.
- WASWD Code of Ethics Policy – Matt included a copy of WASWD's Code of Ethics Policy for the Board to review.



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- AC Water Main Break @114 S. 202nd St. – The customer filed a claim for approximately \$21,000 for damages. The claim was forwarded to Enduris Insurance Company for their review.

Debbie Prior

- Debbie gave Commissioners' Koester and Quong-Vermeire waivers of compensation to sign because they have already attended the maximum number of meetings allowable for payment in 2009. The balance of meetings remaining for Commissioner Landon - (5); Commissioner Johnson - (40); and Commissioner Guite - (8).

There being no further business of the District, President Johnson adjourned the meeting at 11:15 AM.

BOARD OF COMMISSIONERS

Handwritten signature of Daniel Johnson in cursive.

Daniel Johnson, President

Handwritten signature of Kathleen Quong-Vermeire in cursive.

Kathleen Quong-Vermeire, Secretary

Gerald R. Guite, Commissioner

Handwritten signature of Vince Koester in cursive.

Vince Koester, Commissioner

Handwritten signature of George Landon in cursive.

George Landon, Commissioner