Highline Water District
Regular Board Meeting Minutes
December 4, 2013

ATTENDEES

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

HWD STAFF
Matt Everett, General Manager
Jeremy DelMar, Engr./Operations Mgr.
Debra Prior, Administrative Manager
Mary Fossos, Project Coordinator, CIPs

HWD ATTORNEY(S)
John Milne, Inslee Best

VISITORS
June Li, Assistant State Auditor
Alphonso Melton, Assistant Audit Manager

Strikeouts indicate absence

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

2. APPROVE AGENDA
Motion duly made and seconded to approve the Agenda as presented. The motion carried.

3. CONSENT AGENDA
Motion duly made and seconded to approve the Consent Agenda as presented. The motion carried.

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 26, 2013 Workshop

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<td>10/31/13</td>
<td>11/26/13</td>
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CONSENT AGENDA RESOLUTIONS

<table>
<thead>
<tr>
<th>Item #</th>
<th>Resolution #</th>
<th>Description</th>
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<tbody>
<tr>
<td>3.1</td>
<td>13-12-4A</td>
<td>Accept Developer Extension as Complete (Madeline Meadows)</td>
</tr>
</tbody>
</table>

3A. EXIT CONFERENCE – STATE AUDIT
June Li, Assistant State Auditor and Alphonso Melton, Assistant Audit Manager, were in attendance. Ms. Li and Mr. Melton distributed draft copies of the Financial Statements Audit Report and the Accountability Audit Report for the fiscal year 2012. Ms. Li and Mr. Melton discussed the following items: • Accountability Audit Report; • Financial Statements Audit Report and other required communications; • Report publication; • Audit Cost Analysis; • Next scheduled audit; and Customer Service Survey. Ms. Li was pleased to report that the District’s audit was clean with no findings, management letters, or recommendations. The State Auditor will issue a final Accountability Audit Report and a Financial Statements Audit Report to the District in January 2014.
4. PUBLIC INPUT
No members of the public attended the meeting.

5. RESOLUTIONS/MOTIONS
Resolution 13-12-4A accepting as complete the Madeline Meadows developer extension was approved under the consent agenda.

Resolution 13-12-4B adopting the 2014 Operating Budget. Motion duly made and seconded. After discussion, the motion carried.

Resolution 13-12-4C adopting the 2014 Capital Improvement Program. Motion duly made and seconded. After discussion, the motion carried.

6. COMMISSIONERS/STAFF/ATTORNEY
Jeremy DelMar

6.1 Tyee Well Rehabilitation – Jeremy addressed Commissioner Quong-Vermeire’s request for the costs to-date to improve the production of the well. Jeremy stated a chemical treatment was done in 2006 and Hydropuls® therapy was performed in 2008. The rehabilitation costs were just under $120,000. Commissioner Quong-Vermeire requested additional information on the potential costs resulting from the loss of production. Jeremy will update the Board at a future meeting.

6.2 Project 12-1 Military Rd S Water Main Replacement - Water work has been expedited to address a conflict with the existing water and proposed storm.

Debbie Prior

6.3 Final 2013 Payroll - Debbie informed the Board that the last 2013 payroll will be processed on 12/23/13 and requested the Commissioners turn in their timesheets on 12/18/13 (the next Board meeting).

Matt Everett

6.4 Management Institute Course – 12/10/13 – 12/12/13 (Alderwood Utility District) – Matt and Jeremy will attend the training next week.

6.5 2014 Goals & Objectives – Matt briefly reviewed the District’s Goals & Objectives for 2014. A resolution to adopt the 2014 Goals & Objectives will be presented at the 12/18/13 Board meeting.


6.7 Reduction of Lead in Drinking Water Act - The U.S. House of representatives approved H.R. 3588 (Community Fire Safety Act of 2013) by a vote of 384-0. The bill would exempt fire hydrants from being considered a covered product under the Safe Drinking Water Act. H.R. 3588 will now go to the Senate for a vote.

Commissioner Quong-Vermeire

6.8 On-line Bill Payment - Commissioner Quong-Vermeire would like an option for customers to be able to schedule automatic payment date.
There being no further business of the District, President Johnson concluded the meeting at 9:55 a.m.

BOARD OF COMMISSIONERS

Daniel Johnson, President

Kathleen Quong-Vermeire, Secretary

Gerald R. Guite, Commissioner

Vince Koestér, Commissioner

George Landon, Commissioner