ATTENDEES

COMMISSIONERS
Gerald R. Guite
Daniel Johnson
Vince Koester
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

Strikeouts indicate absence

1. CALL TO ORDER
President Quong-Vermeire 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: April 2, 2014 Regular Meeting

WARRANTS

<table>
<thead>
<tr>
<th>Fund Name</th>
<th>Fund No.</th>
<th>Warrant Date</th>
<th>Vouchers</th>
<th>AMOUNT</th>
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<tbody>
<tr>
<td>Maintenance</td>
<td>09-075-0010</td>
<td>04/17/14</td>
<td>17507 - 17555</td>
<td>$130,065.66</td>
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<tr>
<td>Construction</td>
<td>09-075-0030</td>
<td>04/17/14</td>
<td>901594 - 901597</td>
<td>$41,108.12</td>
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ELECTRONIC TRANSFER FUNDS

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<thead>
<tr>
<th>Fund Name</th>
<th>Fund No.</th>
<th>Period Ending</th>
<th>EFT Transfer Date</th>
<th>AMOUNT</th>
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<tbody>
<tr>
<td>Payroll Tax</td>
<td>09-075-0010</td>
<td>04/11/14</td>
<td>04/23/14</td>
<td>$23,994.41</td>
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<tr>
<td>Direct Deposit – Payroll (KC-PAY47)</td>
<td>09-075-0010</td>
<td>04/11/14</td>
<td>04/18/14</td>
<td>$62,158.11</td>
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<tr>
<td>Dept of Retirement</td>
<td>09-075-0010</td>
<td>04/11/14</td>
<td>05/15/14</td>
<td>$12,425.17</td>
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<tr>
<td>Dept of Retirement - Deferred Compensation</td>
<td>09-075-0010</td>
<td>04/11/14</td>
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<td>$3,540.50</td>
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<td>Health Equity (KC-BEN96)</td>
<td>09-075-0010</td>
<td>04/11/14</td>
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<td>Health Equity (KC-BEN105)</td>
<td>09-075-0010</td>
<td>04/11/14</td>
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<td>HRA Veba (KC-BEN60)</td>
<td>09-075-0010</td>
<td>04/11/14</td>
<td>04/18/14</td>
<td>$3,507.67</td>
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CONSENT AGENDA RESOLUTIONS

<table>
<thead>
<tr>
<th>Item #</th>
<th>Resolution #</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4. PUBLIC INPUT
No members of the public attended the meeting.
5. **RESOLUTIONS/MOTIONS**

   Resolution 14-4-16A commending employee (Todd Smith) for fifteen years of service with the District. Motion duly made and seconded. After discussion, the motion carried.

   Motion 14-4-16(1) duly made and seconded authorizing staff to develop a policy for the use of District mobile devices, i.e. tablets, iPads, etc. by the Board of Commissioners/Employees and additionally authorizing the purchase of five (5) iPads© for the Board, with a resolution to follow in late May 2014 to adopt the policy. After discussion, the motion carried. (Reference Item 6.3)

6. **STAFF/COMMISSIONERS/ATTORNEY**

   **Jeremy DelMar**

   6.1 **Project 13-1 Angle Lake Water Main Replacement** – The District has ten (10) signed easements from property owners and reached agreements with property owners on twenty (20) additional easements. BHC, the District’s design consultant, continues to meet with property owners to discuss the easements and anticipates advertising the project in the Fall of 2014.

   **Debbie Prior**

   6.2 **Part-time Janitor Position** – The District is seeking applications/proposals for a janitor or a janitorial service. The District has received three proposals to-date.

   **Matt Everett**

   6.3 **Purchase of iPads for the Commissioners** – Matt discussed with the Board the problems that can arise if the Commissioners use their personal computers or mobile phones for District business.

   With the information obtained at the WASWD 2014 Commissioners’ Workshop and the WASWD Spring Conference regarding the Public Records Act (RCW 42.56), staff recommended developing a policy and providing mobile devices to the Board for District business.

   Action Taken: Reference Motion 14-4-16(1).

   6.4 **Heartbleed Web Security Threat** – The OpenSSL (Secure Sockets Layer) is a product that is used to secure web traffic through encryption. A flaw in the Open SSL has allowed hackers the ability to obtain unencrypted sensitive data from the memory space of a vulnerable Open SSL server or client.

   Matt informed the Board that the District has no issues with the billing and financial software. Staff is checking with the District’s banking institution. It is recommended for end users to change all website passwords.
There being no further business of the District, President Quong-Vermeire concluded the meeting at 9:34 a.m.

BOARD OF COMMISSIONERS

Kathleen Quong-Vermeire, President

George Landon, Secretary

Gerald R. Gute, Commissioner

Daniel Johnson, Commissioner

Vince Koester, Commissioner