Highline Water District
Board Workshop Meeting Minutes
September 23, 2014

ATTENDEES

<table>
<thead>
<tr>
<th>COMMISSIONERS</th>
<th>HWD STAFF</th>
<th>HWD ATTORNEY(S)</th>
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<tbody>
<tr>
<td>Gerald R. Guite</td>
<td>Matt Everett, General Manager</td>
<td>John Milne, Inslee Best</td>
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<tr>
<td>Daniel Johnson</td>
<td>Jeremy DelMar, Engr./Operations Mgr.</td>
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<tr>
<td>Vince Koester</td>
<td>Debra Prior, Administrative Manager</td>
<td>VISITORS</td>
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<tr>
<td>George Landon</td>
<td>Mary Fossos, Project Coordinator, CIPs</td>
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<tr>
<td>Kathleen Quong-Vermeire</td>
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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: September 16, 2014 Special Meeting

<table>
<thead>
<tr>
<th>WARRANTS</th>
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<tbody>
<tr>
<td>Fund Name</td>
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<tr>
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<tr>
<td>Maintenance</td>
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<td>Construction</td>
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<tr>
<th>ELECTRONIC TRANSFER FUNDS</th>
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<tr>
<td>Fund Name</td>
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<tr>
<td>Payroll Tax</td>
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<tr>
<td>Direct Deposit – Payroll</td>
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<tr>
<td>Dept of Retirement</td>
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<tr>
<td>Dept of Retirement - Deferred Compensation</td>
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<tr>
<td>Health Equity (KC-BEN96)</td>
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<td>Health Equity (KC-BEN105)</td>
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<td>HRA Veba (KC-BEN86)</td>
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<td>Dept of Revenue - B&amp;O Tax</td>
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<tr>
<th>CONSENT AGENDA RESOLUTIONS</th>
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<tr>
<td>Item #</td>
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<td>None</td>
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4. PUBLIC INPUT
No members of the public attended the meeting.
5. **TRAINING IN THE PUBLIC RECORDS ACT**

   *John Milne, General Counsel*

   The legislature adopted Engrossed Senate Bill 5964 (effective 7/1/14) requiring elected officials to receive training in the Public Records Act (RCW 42.56), Preservation and Destruction of Public Records (RCW 40.14), and the Open Public Meetings Act (RCW 42.30).

   Mr. Milne gave a PowerPoint training presentation on the Open Public Meetings Act (RCW 42.30) to the Board and three staff members to comply with ESB 5964.

6. **OTHER**

   *Matt Everett*

   6.1 Department of Commerce PWTF Loans Repayment Date — The Dept. of Commerce is requesting all (borrowers/contractors) sign an amendment which would modify the annual repayment date from July 1 to June 1 (effective in 2015). John Milne, the District’s legal counsel, recommended that Matt contact the Dept. of Commerce and discuss the purpose of the change and what benefit, if any, it would provide to the District and then follow-up with a letter of the discussion. The deadline for executing the amendment for all outstanding loans is November 14, 2014. Matt will update the Board at a future meeting.

   6.2 Webinar: Eminent Domain (WASWD Members Only) — Matt informed the Commissioners that the webinar will be available for viewing at the District tomorrow (9/24/14 – 10:00 am to 12:00 pm). The webinar will be presented by Kinnon Williams.

   6.3 Employee Anniversary Luncheon — A luncheon will be held on September 24, 2014 (12:00 pm) at the District to congratulate John Spindler, Construction Observer, for 30 years with the District.

There being no further business of the District, President Quong-Vermeire concluded the meeting at 10:07 a.m.

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**BOARD OF COMMISSIONERS**

- Kathleen Quong-Vermeire, President
- George Landon, Secretary
- Gerald R. Gulley, Commissioner
- Daniel Johnson, Commissioner
- Vince Koester, Commissioner