



**Highline Water District
Workshop Meeting Minutes
June 25, 2013**

ATTENDEES		
COMMISSIONERS	HWD STAFF	HWD ATTORNEY(S)
Gerald R. Guite	Matt Everett, General Manager	John Milne, Inslee Best
Daniel Johnson	Jeremy DelMar, Engineering/Operations Mgr.	
Vince Koester	Debra Prior, Administrative Manager	VISITORS
George Landon	Mary Fossos, Project Coordinator, CIPs	
Kathleen Quong-Vermeire		
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 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:	June 19, 2013 Regular Meeting				
WARRANTS					
Fund Name	Fund No.	Warrant Date	Vouchers		AMOUNT
Maintenance	09-075-0030	06/27/13	16601	-	16615
Construction	09-075-0010	06/27/13	901509	-	901511
					\$ 256,443.22
					\$ 9,141.29
CONSENT AGENDA RESOLUTIONS					
Item #	Resolution #	Description			
NONE					

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

4. PUBLIC INPUT

No members of the public attended the meeting.

5. RESOLUTIONS/MOTIONS

NONE

6. INTERNAL CONTROLS PRESENTATION

Debbie Prior

Debbie discussed with the Board the internal controls in place for all financial transactions (Cash Receipts, Billing/Collections, Vendor Payments, Payroll and Inventory).

The Board thanked Debbie for a very informative presentation.

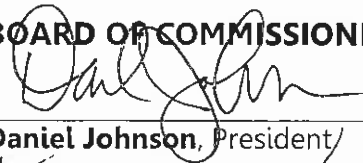


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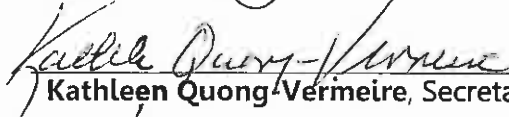
President Johnson asked if there was any further business. Matt commented on an email from the Public Works Board stating that funding for 2013 Public Works Trust Fund (PWTF) loans may be rescinded by state legislators (including executed contracts where no draws have been requested) due to lack of funding in the state budget. This may affect the District's PWTF Loan (\$2,210,000) for the Angle Lake Water Main Replacement Project.

There being no further business of the District, President Johnson concluded the meeting at 9:46 AM.

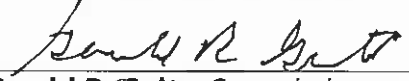
BOARD OF COMMISSIONERS



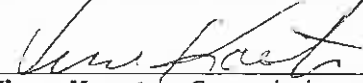
Daniel Johnson, President



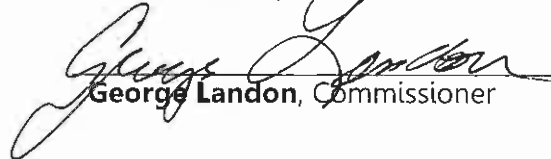
Kathleen Quong-Vermeire, Secretary



Gerald R. Guite, Commissioner



Vince Koester, Commissioner



George Landon, Commissioner