



## Highline Water District Regular Board Meeting Minutes April 16, 2014

ATTENDEES		
<b>COMMISSIONERS</b> Gerald R. Guite Daniel Johnson Vince Koester George Landon Kathleen Quong-Vermeire	<b>HWD STAFF</b> Matt Everett, General Manager Jeremy DelMar, Engr./Operations Mgr. Debra Prior, Administrative Manager Mary Fossos, Project Coordinator, CIPs	<b>HWD ATTORNEY(S)</b> John Milne, Inslee Best  <b>VISITORS</b>
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**

Fund Name	Fund No.	Warrant Date	Vouchers	AMOUNT
Maintenance	09-075-0010	04/17/14	17507 - 17555	\$ 130,065.66
Construction	09-075-0030	04/17/14	901594 - 901597	\$ 41,108.12

**ELECTRONIC TRANSFER FUNDS**

Fund Name	Fund No.	Period Ending	EFT Transfer Date	AMOUNT
Payroll Tax	09-075-0010	04/11/14	04/23/14	\$ 23,994.41
Direct Deposit – Payroll (KC-PAY47)	09-075-0010	04/11/14	04/18/14	\$ 62,158.11
Dept of Retirement	09-075-0010	04/11/14	05/15/14	\$ 12,425.17
Dept of Retirement - Deferred Compensation	09-075-0010	04/11/14	04/18/14	\$ 3,540.50
Health Equity (KC-BEN96)	09-075-0010	04/11/14	04/18/14	\$ 197.95
Health Equity (KC-BEN105)	09-075-0010	04/11/14	04/18/14	\$ 88.36
HRA VEBA (KC-BEN60)	09-075-0010	04/11/14	04/18/14	\$ 3,507.67

**CONSENT AGENDA RESOLUTIONS**

Item #	Resolution #	Description
None		

**4. PUBLIC INPUT**

No members of the public attended the meeting.



**Highline Water District  
Regular Board Meeting Minutes  
April 16, 2014**

**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.

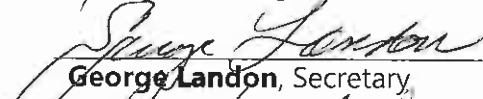


**Highline Water District  
Regular Board Meeting Minutes  
April 16, 2014**

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

  
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**George Landon**, Secretary

  
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**Gerald R. Guite**, Commissioner

  
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**Daniel Johnson**, Commissioner

  
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**Vince Koester**, Commissioner