



Highline Water District Regular Board Meeting Minutes December 4, 2019

ATTENDEES		(Strikeouts indicate absence)
COMMISSIONERS Todd Fultz 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, Proj. Coordinator, CIPs	HWD ATTORNEY(S) CONSULTANTS <u>Washington State Auditors</u> Brandi Breaux, CFE, Audit Lead Alex Behrndt, Audit Mgr. Sean Fitzgerald Esq., Assistant Audit Mgr.

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 unanimously.

3. CONSENT AGENDA

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

MINUTES:	November 26, 2019			
WARRANTS				
Fund Name	Fund No.	Warrant Date	Vouchers	AMOUNT
Maintenance	09-075-0010	12/05/19	24541 - 24553	\$ 18,690.24
Construction	09-075-3030	12/05/19	902307 - 902309	\$ 166,779.02
CONSENT AGENDA RESOLUTIONS				
Item #	Resolution #	Description		
None				

3A. WASHINGTON STATE AUDIT EXIT CONFERENCE

Brandi Breaux, CFE, Audit Lead, Alex Behrndt, Audit Manager and Sean Fitzgerald, Esq., Assistant Audit Manager, attended the exit conference.

The following areas were examined by the State Auditor:

Accountability Audit for 2018:

- Utility billing, adjustments and collections;
- Cash receipting - timeliness and completeness of deposits, voids and adjustments at the utility department;
- Accounts payable - general disbursements;
- Procurement - public works;
- Financial condition and fiscal sustainability

Financial Statements Audit Report for 2018:

- Management Discussion and Analysis;
- Statement of Net Position;
- Statement of Revenues, Expenses and Changes in Net Position;
- Statement of Cash Flows;
- Notes to Financial Statements

Ms. Breaux, Mr. Behrndt and Mr. Fitzgerald thanked the Administrative Manager; Accounting Supervisor; and Customer Service Supervisor, for their cooperation and timely response to requests during the audit and thanked the District for its commitment to fiscal accountability and accurate financial reporting.

4. PUBLIC INPUT

No members of the public attended the meeting.



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5. RESOLUTIONS/MOTIONS

Resolution 19-12-4A authorizing Small Site Asphalt and Concrete Patching Repair Work Contract #19-50-30 with Evergreen Asphalt & Concrete Inc. Motion duly made and seconded. After discussion, the motion carried unanimously.

6. 2020 CAPITAL IMPROVEMENT PROGRAM PRESENTATION

Jeremy DelMar

Jeremy gave a PowerPoint presentation and reviewed the projects completed in 2019 and described the 2020 projects. A draft copy of the 2020 Capital Improvement Program (CIP) will be emailed to the Board for review at the 12/18/19 Board meeting.

7. STAFF/COMMISSIONERS/ATTORNEY

Matt Everett

7.1 Reminders: The 12/24/19 Board Workshop has been canceled due to the Christmas holiday and the first meeting in 2020 is January 2nd.

7.2 2020 Budget, 2020 Capital Improvement Program (CIP), 2020 Goals & Objectives (G&O)

Resolutions to adopt the Budget, CIP and G&O will be presented at the 12/18/19 Board meeting.

There being no further business of the District, President Quong-Vermeire concluded the meeting at 10:05 a.m.

BOARD OF COMMISSIONERS



Kathleen Quong-Vermeire, President



Vince Koester, Secretary



Todd Fultz, Commissioner



Daniel Johnson, Commissioner



George Landon, Commissioner