

**LAKWOOD WATER DISTRICT
BOARD OF COMMISSIONERS
Minutes of Special Meeting
October 7, 2014**

The Special Meeting was called to order at 8:30 a.m. at the District office. Present at the meeting: Commissioners L. R. Ghilarducci, Jr., J. S. Korsmo, Jr., and G. J. Rediske; General Manager R. Black; Superintendent I. Black; Finance Director D. Logan; District Secretary C. Butler, D. Findlay-Reitan of Inslee, Best, Doezie & Ryder; and representatives G. Urbina and C. Caldwell of KeyBanc Capital Markets.

PUBLIC COMMENT:

No members of the public were present.

BONDS 101, PRESENTED BY KEYBANC CAPITAL MARKETS:

This presentation was provided as a result of the District's recent move to Key Bank for its banking services. Key Bank offered to inform the District and the Board regarding the various banking services and bonding options available to the District through KeyBank Capital Markets, an affiliate of Key Bank.

Representatives of KeyBanc Capital Markets presented an "Overview of Debt Obligations," including two sections—Municipal Bonds 101 and Lakewood Water District Bonds. The Municipal Bonds 101 portion covered the subjects of Municipal Debt Financing Vehicles, Reasons for Issuing Bonds, What is a Bond, Bond Characteristics, Tax Exemption, Revenue Bonds, the Bond Sale Process, Credit Characteristics, Moody's Municipal Utility Revenue Debt Methodology, Credit Ratings, and Bond Covenants & Other Security Features of Revenue Bonds. The Lakewood Water District's Bonds covered the District's Debt Profile, including four series of Revenue Bonds outstanding, the Series-by-Series Outstanding Annual Principal and Interest, and Credit Comparisons to other Districts.

The Board thanked the Key Bank representatives for their presentation and service to the District. At this time, 9:25 a.m., President Ghilarducci called for a 5-minute break. At 9:30 a.m., the Special Meeting resumed.

OPEN GOVERNMENT TRAINING:

D. Findlay-Reitan of Inslee, Best, Doezie & Ryder provided training to the Board on two subjects and in two parts—the Open Public Meetings Act (OPMA, RCW 42.30) and Public Records Act (PRA, RCW 42.56). Both acts have been in existence since the 1970's but are increasingly becoming a source of penalty for non-compliance in recent case law. Therefore, last year's Legislature passed a law effective July 1, 2014, amending the OPMA to require members of governing bodies to receive OPMA training. Refresher training is to occur no later than every four years.

Open Public Meetings Act (RCW 42.30)—Ms. Findlay-Reitan presented to the Board the PowerPoint presentation on the Open Public Meetings Act as prepared by the Washington State Attorney General's Office, last revised April, 2014. The presentation

defined a public meeting as any meeting of a quorum of commissioners where District business is discussed. The presentation also defined What is a Governing Body, Action and Final Action taken by that governing body, Regular Meetings and Special Meetings and requirements for each, Executive Session and a list of subjects allowed to be covered by law, and penalties for violating the OPMA. At the conclusion of the presentation, Ms. Findlay-Reitan suggested the Board sign the State Attorney General's Presentation in record of receiving this level of training, and the Board concurred. Ms. Findlay-Reitan provided certificates of completion for the Board to sign and retain in the District's records.

Public Records Act (RCW 42.56)—Ms. Findlay-Reitan distributed to the Board a comprehensive, 55-page training document on this act and highlighted various sections, including definitions of what is a public record, the process to response to requests for public information, exemptions to public disclosure, device and records search parameters, recent case law findings, and penalties for non-compliance.

A bottom line for the District is that every piece of information on a District computer, phone, or paper record is disclosable except for the listed exemptions. Additionally, if District business is conducted on a personal phone or computer, that information is disclosable and that device becomes subject to public search. Therefore, all communication of information and documents between District staff and Commissioners will be sent only to their District email accounts.

Ms. Findlay-Reitan will provide additional recommendations to the General Manager as to how to practically address District operations in light of this act and comply.

The Board thanked Ms. Findlay-Reitan for the training. With no further business to address, President Ghilarducci adjourned the meeting at 10:20 a.m.

**LAKWOOD WATER DISTRICT
BOARD OF COMMISSIONERS**

BY:


ITS PRESIDENT

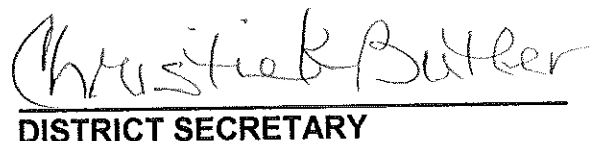
BY:


ITS SECRETARY

BY:


ITS VICE PRESIDENT

ATTEST:


DISTRICT SECRETARY