

Minutes (Rev. 4/16)

SWD Commissioner's Meeting

April 15, 2016

Call to order 9:00 AM by Pres. Putnam

Present: Commissioners Putnam, Freiss and Larison; Mike Langley, District Manager, Celeste Lilley, Office Adm.

Previous Minutes: In order, the board approved the minutes of the March 8, 2016 regular meeting, the March 24, 2016 Special Meeting on the projected office and the March 30 Special Meeting, also on the projected office.

On the issue of minutes, Pres. Putnam stated that minutes were not being provided in a timely manner which he defined as five to seven days. Lacking a staff commitment to follow that schedule, he undertook to keep the minutes himself

Financial

- The current report shows very high waste disposal costs. M. Langley explained that this was because the City of Sequim could not handle our sludge due to technical problems. This has been going on for two **weeks**. Due to local regulations we are required to hire a contract hauler, at cost of about \$0.35 per gallon to haul our sludge. That is over five (5) times our contract price with Sequim.
- Langley felt the issue would be resolved in **7-10** days. Putnam suggested that we ask the city to extend the contract by a year until 2033 and reduce our per gallon charge from \$0.07 to \$0.65 through 2016.
- There was an energetic discussion about the Accounting/Collection line item. The budget is \$8,000. The amount includes a quarterly payment to

SLOA, some amount for CPA and an amount for an expected state audit for which we are required to pay the cost.

- Petty Cash was the next item discussed. We have a petty cash bank account that averages a \$1,000 balance and \$300 in cash in the office. **It was agreed by all commissioners to initiate a no cash payment policy to begin immediately.**
- Pres. Putnam asked that log-on information and security passwords be given to each commissioner and a master file be kept by the manager. This to be accomplished immediately. Any change made in any information must be given to Commissioners and entered in the master list that same day.

Manager's Report

- This report is appended to and is part of the official minutes. Some important notes are.
 1. L&I has released the funds owed to Ceccanti Construction the general contractor on our WWTP project.
 2. WA. State Dept. of Ecology has given us congratulations and “high fives” on the improvements and general operation of the facility
 3. We have 520 meters installed to date
 4. Two new employees and a paid intern are doing great work in all aspects of their early employment.
 5. Our proposed office plans have been submitted to the County Plan Review committee.

Computer Software

- Issues are slowly being resolved. Vision, the software supplier has not been as cooperative as we would have liked. It is hoped that this will improve.

Public Forum Planning

- Jim Larison presented an outstanding power point presentation for our public forum scheduled for May 25. There was a definitive discussion regarding who would handle each aspect of the presentation.

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Personnel

- Each commissioner received up to date vacation/sick leave reports and a roster of employees. The new policy is that the former will be distributed monthly and the latter when any change is made.

New Business

- A resident has asked the board to consider a claim for a share of damages for a water leak inside the house while they were gone for the winter. The homeowner claims **he turned off the water at the meter box and that SWD turned it on causing the damage. The Board has denied any liability for the damages.**
- The SLOA/SWD Accounting/Collection agreement will remain in force until SWD gives formal notice to vacate or January 1, 2017. Whichever comes first.

Checks and vouchers were signed and the meeting was adjourned at 10:58 AM

Respectfully submitted,

Pepper Putnam, President

