

SunLand Water District

Board of Commissioners Meeting

October 22, 2014

8:30 AM

- I. The meeting was called to order at 8:30 AM by President Pepper Putnam. In attendance were Albert Friess, Jim Larison, Mike Langley, Celeste Lilley. Guest David Jelin of Division 17 came in just before 9:00.
- II. Minutes of the September 12th meeting were approved.
- III. The financial report was approved. The change from modified cash accounting to straight cash accounting was discussed again. No more "13<sup>th</sup> month." The change will mean that SWD will have only eleven month's worth of expenses, including payroll, for this year only. Subsequent years will be figured on the twelve month calendar year.

The 2015 budget and the possibility of hiring an additional part time office assistant were discussed. The budget will be amended to reflect the expenses involved in hiring additional help.

- IV. The manager's report was reviewed and is appended to these minutes. SWD can meter multiple units prior to where the water lines split and still meet the Water Use Efficiency rule. Homeowners would then need to split the bill, which won't work well for snowbirds or different size families.
- V. Old Business:
  - a. Joe Dominczyk of Engineering Consultants Northwest still has not delivered the Operations and Maintenance Manual. It was suggested that he should be reported to the Better Business Bureau, the Washington Association of Sewer and Water Districts (WASWD), and the Department of Licensing.
  - b. SWD received a \$2,195.30 rebate from PUD for installing a more energy efficient pump at the lower reservoir.
- VI. New Business:
  - a. Willy has been out with a back injury for almost a month, but his skills and historical knowledge are still needed. He will have used all of his sick leave and vacation time before the end of October. Mr. Friess made a motion to pay him for half of his normal hours through December provided he continues to pursue medical care. The motion was seconded by Mr. Larison and carried unanimously.
  - b. Employee vacation policy was discussed. No action was taken.
  - c. Mr. Putnam stated that he would speak with Georgia Duschka about creating a policy and procedures manual. This is her expertise.
  - d. A notice was received from the state regarding their intent to change the due date for the Public Works Trust Fund loan payments. WASWD strongly recommends that the District

not sign the amendment to the contracts, as an earlier payment date would give the legislature more time to sweep the money from the fund. The Board agreed to take no action at this time.

VII. Checks and vouchers approved by signature.

VIII. The meeting adjourned at 10:30 a.m.

Respectfully Submitted,

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Albert Friess, Secretary