

SWD Meeting 12/13/16

Minutes

Purpose

Regular Meeting

Call to order: 9:05 a.m.

Attendees:

Commissioners Putnam, Friess and Larison; Mike Langley, Manager; Judy Gamble, Office Assistant.

Minutes:

The minutes of the November meeting were approved as presented.

Financial Report:

Jennifer Carr, CPA was ill and not in attendance. P & L statement is not available at this time.

Petty Cash Box. SWD has no petty cash box that we know of.

SLOA Payment: SWD received payment for Celeste Lilley's medical plan.

Manager's Report:

District Manager Michael Langley presented his report (see attached).

Mike presented a damage claim submitted by SunLand Division 15. . Damage was incurred at 121 Fairway Drive as a result of a water meter installation that required saw-cutting a portion of concrete, causing a section of the patio to sink. An invoice from Berneking Concrete covering the repair was attached to the claim.

The Board unanimously approved a payment of \$520.32 to be paid to Division 15 as reimbursement for repairs.

Old Business:

New Office Building Update: Water and sewer utilities are piped to the building. Power conduit has been run to the pole.

Pepper suggested we begin a list of items that need to be purchased for the new office such as 3 tables of fold-up plastic construction and a dozen chairs; a distribution box for mail with

approximately 10 slots; an outside mailbox on a metal pole, etc., etc. Judy said she and Jen Carr have started such a list and will add these items. The pros and cons of having an outside mailbox were discussed.

New Resolution: Judy was asked to prepare a new resolution regarding the reinstatement of compensation to commissioners for their duties to be effective January 1, 2017.

New Business:

Annual Billing: Bills are printed and in the process of being stuffed into envelopes for mailing. Jim Larison offered to help. Jen Carr has purchased a postage meter to make mailing of the bills easier which should be delivered this week. There was discussion regarding a Vision presentation where they offered mailing services for invoices. Consensus was we should take another look at that as it might be more cost effective than doing it ourselves.

WUE/Water Meters: 850 meters have been installed with 30-40 left to do. Mike stated WA Dept. of Health wants to know our schedule. Mike will send them a letter. The goal is to complete installation in the first quarter of 2017.

We have an issue with new connections in Division 17 due to contractors installing plastic lines. We have to take out the plastic and put in poly which is a manpower intensive task.

There is a potential new owner of the land where the SWD Wastewater Treatment Plant is located.

Personnel: – Additional personnel are not needed at this time. This is Celeste's last day. The new office administrator for SLOA is Shadee Roderick.

Checks & Vouchers: – None to be signed at this meeting.

Adjourn: The meeting was adjourned at 10:20 AM.

Respectfully submitted

Judy Gamble, Office Assistant