

## SWD Meeting 1/10/17

### Minutes

#### Purpose

Regular Meeting

Call to order: 9:00 a.m.

#### Attendees:

Commissioners Friess and Larison; Mike Langley, Manager; Jen Carr, CPA, Judy Gamble, Office Assistant, guests Gary Fortmann and Jim Jones representing Division 17 and Mr. Joe Ogden regarding an emergency water treatment system.

**Division 17:** Mr. Jim Jones presented concerns of homeowners in his division regarding the 2017 billing for irrigation water which had previously been supplied at no cost to the homeowners. District Manager Mike Langley replied that an open meeting had been held by the SWD in August 2016 where the plan to commence billing for irrigation water was presented and explained. Division 17 would prefer individual billing for consumption rather than a flat fee. Meter installation through Sunland is about 99% complete and we will be reading meters in order to establish a basis for consumption billing, possibly starting in 2018. The rates and charges billed for 2017 have been approved and submitted to Clallam County.

Commissioner Jim Larison suggested that a User Committee be established to assist the District in formulating a rate structure that will be fair to the customer base as well as keep the District financially viable. This action should be completed prior to the next District budget approval.

**Water Purification System:** Mr. Joe Ogden made a presentation regarding an emergency water treatment system that has been installed in Joyce and recommended that the District consider a similar system for Sunland to protect against the loss of potable water should a major catastrophic event occur. Basic installation would be approximately \$2,000. Discussion ensued regarding the possibility of joining with SLOA in such an undertaking.

#### Minutes:

The minutes of the December 13, 2016 meeting were approved as presented.

### **Financial Report:**

Jennifer Carr, CPA was unable to prepare a Financial Report. She submitted that she had over-extended her contractual hours in the performance of other tasks and had no time to prepare the reports. Jen's tasks were discussed and the need for change. Commissioners stated that the top priority for Jen should be the monthly preparation of financial reports.

### **Manager's Report:**

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

### **Old Business:**

**New Office Building Update:** Work is progressing well. We have a target date to be in the new building by April 1, 2017.

**Annual Billing:** 2017 assessment bills have been mailed and payments are being received.

**Office Operations:** To make better use of Jen Carr's contract time, Mike Langley will meet with Jen and office assistant, Judy Gamble, every Monday morning to review the tasks for the week, assign priorities and responsibility.

**WUE/Water Meters:** 850 meters have been installed with 40 left to do. Mike has informed the WA Dept. of Health that we plan to complete installation in the second quarter of 2017.

### **New Business:**

**Resolution:** The Commissioners approved Resolution 106 regarding the reinstatement of compensation in the amount of \$90.00 per meeting to be paid commissioners to reimburse them for their time in performance of their duties. Effective date is January 1, 2017.

**Personnel:** Richard Sleeper has passed the Washington State Department of Ecology exam as a Certified Wastewater Treatment Plant Operator. Per SWD policy, Rich has earned a \$1.00 per hour pay increase effective January 1, 2017.

**Checks & Vouchers:** – Jen Carr presented a voucher and a check to be submitted to the County which was signed by Commissioners Larison and Friess.

**Adjourn:** The meeting was adjourned at 10:05 AM.

Respectfully submitted

Judy Gamble, Office Assistant