

Special Meeting of The Board of Commissioners
August 21, 2013
9:00 a.m.

The meeting was called to order by Pepper Putnam, President. In attendance were Albert Friess, Jim Larison, Mike Langley and Celeste Lilley.

The minutes of August 13th were approved.

The purpose of the meeting was to prepare for future discussions regarding long-term planning. The following draft outline was prepared by Mr. Larison to bring to light the issues before the District.

Planning Priorities

Category A

Meters

- Compatibility with City of Sequim
- Touch/radio read
- Reading frequency
- Consumption-based billing system
- Meter management software
- Charging ratepayers for meters: one-time charge or pmt schedule

Implementing WA Water Law

Reserve Fund management/tracking

Early payments on contracts to reduce interest owed

Category B

Personnel

- Replacing District Mgr upon retirement
- Full-time Office Mgr
- Additional technical staff for increased operational complexity
- Retain informational channel to SLOA for SWD user data/changes

Computer and electronic equipment upgrade

SWD system stand separate from SLOA

Bookkeeping and meter management software

Physical space - improve/relocate

Category C

Land acquisition

Future upgrades to physical plant

Achieve Class A Biosolids?

Equipment replacement schedule

Vehicles

In-ground assets

Pumps/lift stations

STP equipment

Category D

Expansion beyond 1,000 connections

Ratepayer feedback mechanisms

Insert in SLOA quarterly newsletter

Website

Public meetings--frequency? Ever?

Mr. Langley asked that SWD Commissioners consider the age of the water mains in upcoming planning discussions. A reserve for replacement would be in order.

Mr. Friess will contact the Citizens Advisory Committee for input on these matters.

The meeting adjourned at 11:15 a.m.

Respectfully Submitted,

Albert Friess, Secretary