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 pm 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,

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Albert Friess, Secretary