

SunLand Water District

Board of Commissioners Meeting of December 19, 2017

MINUTES

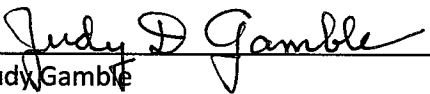
Purpose: Regular Meeting

1. **Call to order.** 9:00 AM at 5762 Woodcock Road, Sequim, WA 98382
Attendees: Commissioners Larison and Putnam, Mike Langley, district manager; Karen Shay, bookkeeper; Judy Gamble, office administrator, Gary Fortmann, Commissioner-Elect and Division 17 President
2. **Minutes:** the minutes of the regular meeting of November 19, 2017 were approved as presented.
3. **Financial Report:** Karen Shay
 - a. **Financial Statements** were presented through November 30, 2017
 - b. **Vision Financials** – Based on feedback from the State Auditor that Vision Financials are not required, it was decided to discontinue the Financials portion of the Vision software package. (Note: This decision was subsequently reversed.)
 - c. **SQUARE Pay-By-Phone** – Residents may now pay their bill over the phone by calling the SWD office. Judy or Karen will connect with SQUARE and enter the name and credit card number. SQUARE charges the customer 3.5% + a 15 cent transaction fee which is likely to prevent heavy usage of this system but it is available if needed.
 - d. **State Audit – January 2, 2018.** The plan is for Jim Larison to meet with the Auditor on January 2nd, before the audit commences, and for the full Board to meet with her on January 4th. Approximately two to three weeks later, the Auditor will return for an “exit meeting” with the full Board.
4. **Manager’s Report** – Mike Langley presented his report which is appended to and is a part of the official meeting minutes. The major discussion was in regard to the District’s need to purchase a new/used sludge truck to replace the one we have which may not be repairable.
5. **Old Business**
 - a. **State audit format change proposal.** It was previously planned to have both an accountability audit and a financial audit. Washington State requires that an accountability audit be done every three years. A full financial audit is not required, per the State Auditor and it is considerably more expensive. It was unanimously approved by the Commissioners to only have an accountability audit at this time.
 - b. **Long Term Planning Discussion** – Jim Larison led the discussion surrounding long term planning issues for the SunLand Water District.
 - c. **City of Sequim Participation Fee – Resolution 109.** In order to realize considerable savings in interest and fees, it was unanimously approved to pay-off the participation fee for sludge disposal \$152,472.23.

6. New Business


- a. Resolution No. 68-B Update of Policy Re Delinquent Accounts was unanimously approved to update SWD's delinquency policy.
 - b. Board of Commissioner's Meetings: It was unanimously approved to change the day and time of the monthly meetings back to the second Tuesday of the month so there is no conflict with SLOA's monthly meeting. Gary Fortmann plans to attend all SLOA meetings.
7. **Checks and Vouchers.** A voucher for vendor payments and a transfer check were submitted for signature by the Commissioners.
8. **Recognition of Pepper Putnam** – After ten years of service, Commissioner Pepper Putnam is retiring from the Board. In recognition of his service, he was presented with a framed Resolution of Appreciation.
9. **Adjournment** - Meeting adjourned at 11:15 a.m.

Respectfully submitted

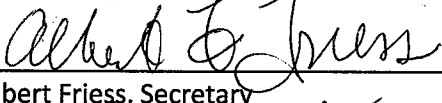


Judy Gamble
Office Administrator

Approved: 9th of January 2018.



Jim Larison, President



Albert Friess, Secretary



Gary F. Fortmann, Commissioner