

SunLand Water District

Board of Commissioners Meeting of January 9, 2018

MINUTES

Purpose: Regular Meeting

1. **Call to order.** 9:00 AM at 5762 Woodcock Road, Sequim, WA 98382
Attendees: Commissioners Larison, Friess, and Fortmann, Mike Langley, district manager; Karen Shay, bookkeeper; Judy Gamble, office administrator, resident Kenneth Niblett and Linda Reichl, notary public.
2. **Administration of the Oath of Office** – Having received the highest number of votes for the office of SunLand Water District Commissioner, Position Number 2 (full term), Gary Fortmann was administered the Oath of Office, per State and County regulations, by Linda Reichl, Notary Public for the State of Washington.
3. **Minutes:** the minutes of the regular meeting of December 19, 2017 were approved as presented.
4. **Financial Report:** Karen Shay
 - a. **Financial Statements** were presented through December 31, 2017. The year's financials were reviewed.
 - b. **Vision Financials** – At the December meeting it was decided to discontinue the Financials portion of the Vision software package since the State Auditor told us they were not required. Subsequent information from Vision revealed that, per our contract, we will have to pay for Financials whether we discontinue using it or not. It was determined to keep Vision Financials and Karen will use it to reconcile with the County reports and bank account statements each month.
 - c. **State Audit.** Assistant State Auditor, Cheryl Friesen, has been conducting a three-year (2014 - 2016) accountability audit for the past week. *(Note: An accountability audit assesses the management, use and safeguarding of public resources to ensure there is protection from misuse and misappropriation and that there is adherence to applicable state laws, regulations, policies and procedures.)* On the first day, she held an entrance conference with Board President, Jim Larison, District Manager, Mike Langley, and bookkeeper, Karen Shay. Ms. Friesen will conduct an exit conference at the Board of Commissioners meeting on February 13th, at which time the results of the audit will be shared.
5. **Manager's Report** – Mike Langley presented his report which is appended to and is a part of the official meeting minutes. Discussion continued from last month in regard to the District's need to purchase a new/used sludge truck and price comparisons of new vs. used trucks.

6. Old Business

- a. Long Term Planning Discussion – Jim Larison led the continuing discussion surrounding long term planning issues for the SunLand Water District.
- b. Updated Contact Information for Residents - Judy reported that we have received a good response to our “request for updated contact information” flyers enclosed with the annual invoices.

7. New Business

Gary Fortmann will be attending the WASWD’s* 2018 Commissioners Workshop in Tukwila on Saturday, January 27, 2018. (*WASWD = Washington Association of Sewer & Water Districts)

- 8. **Checks and Vouchers.** A voucher for vendor payments and a transfer check were submitted for signature by the Commissioners.
- 9. **Adjournment** - Meeting adjourned at 10:32 a.m.

Respectfully submitted

Judy Gamble
Office Administrator

Approved: 13th of February 2018.

Jim Larison, President

Albert Friess, Secretary

Gary F. Fortmann, Commissioner