

DOUGLAS COUNTY SEWER DISTRICT NO. 1
REGULAR BOARD MEETING
MINUTES

February 22, 2024

Those present were:

Board of Commissioners: Cheryl Sutton, President; and Wayne Barnhart, Secretary.

District Staff and Consultants: Darrell Winans, District Manager; Bernita Landers, Assistant Manager / Finance Officer; and Kaitlin Schilling, District Legal Counsel.

Guests: None.

CALL TO ORDER:

President Sutton called the meeting to order at 8:30 AM and led those present in the pledge of allegiance.

APPROVAL OF AGENDA:

Commissioner Barnhart moved to approve the Agenda. Commissioner Sutton seconded the motion. The motion carried unanimously.

APPROVAL OF CONSENT AGENDA:

Commissioner Barnhart moved to approve the Consent Agenda which includes approval of the Regular Board Meeting Minutes of February 8, 2024; and O&M Fund Vouchers (\$79,616.39), Capital Systems Fund Vouchers (\$7,527.14), and Construction Fund Vouchers (\$51,546.57), all collectively numbered 3015522 through 3015543 in the total combined amount of \$138,690.10. Commissioner Sutton seconded the motion. The motion carried unanimously.

AGENDA ITEMS:

Commissioner Barnhart moved, and Commissioner Sutton seconded, the motion to excuse the absence of Commissioner Peterson due to a prearranged commitment. The motion carried unanimously.

Assistant Manager / Finance Officer Landers presented Resolution 2024-002 to increase the change drawer balance to \$400.00 to accommodate increased need for customer change due to the move to monthly billing of smaller amounts. Commissioner Sutton moved to approve Resolution 2024-002 Increasing the Maximum Account Balance in the Change Fund to \$400.00. Commissioner Barnhart seconded the motion. The motion carried unanimously.

STAFF REPORTS:

Manager Winans reported on the status on interviews to fill the Operator position at the treatment plant. He also reported that the employee who filled the Customer Service Representative I position and was out for a time after the birth of a child will not be returning to employment. Additionally, the employee filling the Accounting Assistant / Billing Coordinator position submitted a letter of resignation on Tuesday, February 20, 2024, effective the last working day of February. A discussion followed regarding outreach options to fill the open positions.

Manager Winans stated that he and Mike Barnett travelled to Hayden, Idaho to visit the treatment plant there on Friday, February 16, 2024. Commissioner Barnhart requested to defer the report until the following Board Meeting when Commissioner Peterson will be present.

EXECUTIVE SESSION:

At 8:55 AM, Commissioner Sutton moved to go into Executive Session for 30 minutes to discuss Selection of a Site for the Acquisition of Real Estate pursuant to RCW 42.30.110(1)(b). Commissioner Barnhart seconded the motion. The motion carried unanimously.

At 9:25 AM, the Board rejoined Regular Session. No action was taken by the Board.

There being no further business to come before the Board, Board President Sutton declared the meeting adjourned at 9:30 AM.



CHERYL SUTTON
President



GREG PETERSON
Vice President



WAYNE BARNHART
Secretary