

**DOUGLAS COUNTY SEWER DISTRICT NO. 1**

**REGULAR BOARD MEETING**

**MINUTES**

**March 14, 2024**

**Those present were:**

**Board of Commissioners:** Cheryl Sutton, President; Greg Peterson, Vice President; and Wayne Barnhart, Secretary.

**District Staff and Consultants:** Darrell Winans, District Manager; Bernita Landers, Assistant Manager / Finance Officer; and Peter Fraley 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 22, 2024; and O&M Fund Payroll & Benefits Vouchers numbered 3015544 through 3015546 in the amount of \$160,196.80. Commissioner Sutton seconded the motion. The motion carried unanimously.

**EXECUTIVE SESSION:**

At 8:30 AM, Commissioner Sutton moved to go into Executive Session for 40 minutes to discuss Acquisition of Real Estate pursuant to RCW 42.30.110(1)(b). Commissioner Barnhart seconded the motion. The motion carried unanimously.

At 9:10 AM, the Board rejoined Regular Session. No action was taken by the Board during the executive session.

## AGENDA ITEMS:

Commissioner Barnhart moved to enter into, and authorize the Manager to execute, the Purchase and Sale Agreement with Banning Orchard & Nursery, LLC, for Parcel number 22211510010 located near the Pangborn Industrial Service Area for \$1,264,200. Commissioner Peterson seconded the motion. The motion carried unanimously.

Manager Winans presented a draft City of East Wenatchee Utility Tax Notification Letter for the Board's review and discussion.

Assistant Manager / Finance Officer Landers reported that due to vacant administrative staff positions and time constraints, there is no accounts payable voucher run prepared for this meeting. After a discussion, the Board determined that Commissioner Barnhart will review the invoices prior to mailing the warrants and the Board would approve the vouchers at the following meeting.

## STAFF REPORTS:

Assistant Manager / Finance Officer Landers presented information for the WASWD Spring Conference. All Commissioners are planning to attend.

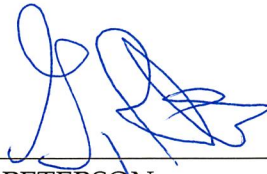
Manager Winans reported on hiring a new Customer Service Representative and on-going interviews for the WWTP Operator position. He also reported he is drafting a job description and appropriate salary range for a new Financial/ Accounting position which will replace the vacant Accounting Clerk/Utility Billing position. A discussion followed regarding outreach options to fill the open position.

Manager Winans reported on recent negotiations with Microsoft regarding future cost sharing of a secondary treatment facility near the Pangborn Industrial Service Area.

Manager Winans reported he is drafting a Memorandum of Understanding with the Kentucky View Estates Home Owners Association related to repairs of a portion of a storm system privately owned by the Association that were identified during the Lexington to Lawler sewer replacement project.

There being no further business to come before the Board, Board President Sutton declared the meeting adjourned at 9:55 AM.

  
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CHERYL SUTTON  
President



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GREG PETERSON  
Vice President



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WAYNE BARNHART  
Secretary