

DOUGLAS COUNTY SEWER DISTRICT NO. 1
REGULAR BOARD MEETING
MINUTES
March 28, 2024

Those present were:

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

District Staff and Consultants: Darrell Winans, District Manager; and Charles Zimmerman, 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 Peterson 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 March 14, 2024; O&M Fund Vouchers (\$170,168.66), Capital Systems Fund Vouchers (\$333,288.63), and Construction Fund Vouchers (\$237,122.97), all collectively numbered 3015547 through 3015604 in the total combined amount of \$740,580.26. Commissioner Peterson seconded the motion. The motion carried unanimously.

AGENDA ITEMS:

Manager Winans and District Legal Counsel Zimmerman presented Resolution No. 2024-003. Following discussion, Commissioner Barnhart moved to approve District Resolution No. 2024-003 directing the District Manager to implement policies to collect the City of East Wenatchee Utility Tax from District customers in all instances the District Manager deems reasonably possible; Commissioner Peterson seconded the motion. The Resolution was approved unanimously.

Manager Winans engaged the Board in a discussion concerning debit and credit card use at the District with respect to the various payments made for District services. Following discussion, it was the unanimous consensus of the Board to repeal Section 6 of District Resolution No. 2023-006, concerning the collection of credit card and debit card fees and continue the historic

District practice of considering credit card and debit card fees as a cost of doing business for the District and to not permit the use of credit cards and debit cards to make payments to the District other than for monthly sewer service fees. A Resolution will be presented for Board consideration at the next Board meeting.

Manager Winans reported to the Board that due to recent staffing changes and the need to focus on implementation of policies related to the collection of the City imposed Utility Tax, current Board policy for enforcement of late fee collections, liens, and cap-off notices will be delayed until July of 2024. **The Board was unanimously supportive of the temporary delay in focus on these items as expressed by Manager Winans.**

The Board discussed the need for advanced review of vouchers by individual Board members on a rotating basis and committed to do so in advance of the meetings on each meeting date without changing the meeting time.

Manager Winans updated the Board on staffing changes. **Commissioner Barnhart moved to create the new position of Accounting Specialist as an exempt position in place of the Billing Coordinator/Assistant Accounting non-exempt position which will be eliminated and to approve the step payment structure presented by Manager Winans for this position. Commissioner Peterson seconded the motion. The motion was approved unanimously.**

STAFF REPORTS:

Manager Winans gave a brief report concerning the leadership advisory committee meeting.

Manager Winans advised the Board that due to ongoing construction at the treatment plant there may be instances when odors are experienced.

Manager Winans provided the Board with a brief update on District General Facilities Charge permits.

COMMISSIONERS CORNER:

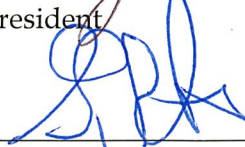
Commissioner Peterson reported on his attendance at the Wenatchee Valley Chamber of Commerce banquet and expressed his observation that it was great to see representatives from local businesses in support of our local economy.

Commissioner Peterson suggested the District consider development of an emergency response plan to address its greatest catastrophic emergency exposure. Manager Winans identified the greatest emergency exposure of the District as a loss of power in the Valley. A discussion followed.

There being no further business to come before the Board, Board President Sutton declared the meeting adjourned at 10:30 AM.



CHERYL SUTTON
President



GREG PETERSON
Vice President



WAYNE BARNHART
Secretary