

REGULAR MEETING
BOARD OF DIRECTORS

February 14, 2012

The Board of Directors of Lake Chelan Reclamation District met for their regular Board meeting at the office of the District on February 14, 2012. The meeting was called to order at 8:00 a.m. by Board President Rocky Libbey. Those in attendance were:

BOARD

Rocky Libbey
Brad Barnes
Bob Christopher
Scott Sandum

STAFF

Rodney L. Anderson
Mary Lou Brooks

GUESTS

Mary Stutzman

MINUTES – FINANCIAL REVIEW – STATUS OF FUNDS

Director Barnes made a motion and it was seconded to approve the January 10, 2012 minutes as presented in the Board meeting, as well as the budgets, trial balances and investments, as mailed. Motion carried unanimously.

ACCOUNTS PAYABLE

Secretary-Manager Anderson presented the accounts payable for review and approval. Accounts payable checks 11042 through 11090 (including EFT payment to Dept. of Revenue for Excise Taxes) totaled \$365,593.31 and were broken down as follows:

Irrigation O & M Investment	\$ 23,424.75
Irrigation Equipment Investment	\$ 60,025.74
Irrigation Construction	\$ 82,415.23
Domestic O & M Investment	\$ 76,006.46
Domestic Construction	\$ 84,776.99
Sewer O & M Investment	\$ 39,126.14
Sewer Construction	\$ 0.00

A motion was made by Director Barnes and was seconded to approve the accounts payable as listed. Motion passed unanimously.

MANAGER'S REPORT

Irrigation: We are continuing to do off-season maintenance. The District is planning to have the main plant startup date of March 19th, with all turnouts on and ready by April 2nd, weather permitting. Secretary-Manager Anderson has been in contact with the USBR regarding grant

money available for future projects and this will be something we will pursue as we create our long range planning.

Domestic: The field crew has conducted some inside maintenance during snow days, including cleaning the clearwell and backwash basins at the WTP.

Sewer: We are looking at dates to do a sewer line replacement in the downtown area from Green Ave. to the post office, which is approximately 500 feet. The District is looking at two weeks in May immediately after Manson Apple Blossom, but before the County comes in to repave during the month of June.

OLD BUSINESS

The Regional USBR Office is looking at our request for additional irrigation water.

Board members Libbey and Christopher, as well as, Mary Lou and Arnold Baker and myself, were present at the exit meeting with the auditor. There were no significant items reported, although they have a few recommendations for Mary Lou on the bookkeeping side and would like us to establish a 'plan' for reviewing the District in the future for new unauthorized use issues. They are satisfied with our efforts and verified that we are on the right track with the USBR.

Enduris reached a settlement with the insurance company that covered the water damaged home from the winter of 2009. They split the difference at about \$52,000. Our attorney did not have any significant recommendations for us to follow or do differently going forward, other than try to document better when we deal with customer requests. We have implemented a work order procedure for better documentation in hopes of avoiding these types of issues in the future.

NEW BUSINESS

The current Leases for Manson Community Library and Chelan County Fire District #5 are due to expire March 31. Director Barnes made a motion and it was seconded to approve new Leases for 5 years, with the current terms stated in each one specifically, for the Manson Community Library and Chelan County Fire District #5. Motion passed unanimously. Our lease with Manson Parks Department for the Wapato Lake Campground is a subject the auditor wanted us to look at. The issue is the wording which would require the District to audit the Parks' books to make sure our interests are addressed. The auditor recommended that we set a fixed amount for the Parks to pay in our lease agreement in order to avoid the need of auditing their books. After some discussion, Director Christopher made a motion and it was seconded to approve a new Lease for 2 years with the Manson Parks Department for the Wapato Lake Campground for \$5.00 per year as payment on said Lease. The intent would be to keep the lease in place, but at a minimal cost to the Parks Department at this time. We would review the lease again in two years. Motion passed unanimously.

After review of the Equipment Rental Rate sheet, Director Barnes made a motion and it was seconded to approve the Equipment Rental Rate sheet as mailed. Motion carried.

Resolution 12-02 authorizes the purchase of a 2011 Ford F350 XL 4-wheel drive truck, with an IMT DSC12 9' flat top crane body and IMT 3203i electric crane. Resolution 12-03 authorizes the Billing Clerk to make adjustments of up to \$25.00 on customer accounts without needing the Secretary-Manager's approval. Director Christopher made a motion and it was seconded to approve the resolutions as presented. Motion carried.

The Executive Summary of the Lake Chelan Water Shed Plan was mailed to the Board members for their review.

Secretary-Manager Anderson described the current process for shut off fees incurred by customers. We currently charge \$20 to turn a customer back on after being shut off for non-payment, while the actual cost is closer to \$50, if not after hours, which would be more for the overtime incurred. Director Sandum made a motion and it was seconded to raise the rate of the shut off/turn on fee from \$20 to the actual cost per incident. It was further recommended to post the new rate, as well as put in a mailing with the bills, for the 30-day public comment period. Motion carried.

Secretary-Manager passed out the new Policy Handbook to the Board members present. He further stated that all employees have received an updated Employee Manual.

The Employee Manual currently has the vacation leave for the Secretary-Manager stated as follows: "The Secretary-Manager will accrue fourteen and one-half hours per month regardless of length of service." The proposed language would read: "The Secretary-Manager will accrue vacation leave on the same schedule as regular full-time employees plus 2.5 hours additionally each month." Director Sandum made a motion and it was seconded to change the vacation leave for the Secretary-Manager as proposed. Motion passed unanimously.

The March Board meeting is moved to Thursday, March 15th at 8:00 a.m.

PUBLIC COMMENT

Mary Stutzman would like a recommendation from the Board with regard to fixing the parking problem on Pedoi Street along the lake by the marina. The current problem is that people park on both sides of the road, not leaving enough room for drive-thru traffic.

ADJOURNMENT

Being no further business to come before the Board, Board President Rocky Libbey adjourned the meeting at 8:45 a.m.

Signed: _____
President

Attest: _____
Secretary-Manager

February, 2012