

REGULAR MEETING
BOARD OF DIRECTORS

January 9, 2018

The Board of Directors of Lake Chelan Reclamation District met for their regular Board meeting at the office of the District on January 9, 2018. The meeting was called to order at 8:00 a.m. by Board President Robert Christopher. Those in attendance were:

BOARD

Bob Christopher
Paul Mogan
David Clark
Todd Jeffries
Nathan England

STAFF

Rodney L. Anderson
Mary Lou Brooks

GUESTS

Mary Stutzman

OATHS OF OFFICE

David Clark and Nathan England were administered the Oaths of Office for three-year terms.

ORGANIZATION OF THE 2018 BOARD OF DIRECTORS

Director Clark made a motion and it was seconded to suspend the 2017 Board of Directors. Director Mogan nominated Robert Christopher as the 2018 Board President and Dave Clark as the 2018 Board Vice President. The motion passed unanimously.

APPOINTMENT OF OFFICERS

Director Clark made a motion and it was seconded to appoint the following slate of District officers for 2018.

Secretary-Manager/Treasurer/Auditor – Rodney L. Anderson
Deputy Manager – David Walters
Deputy Secretary – Mary Lou Brooks
Deputy Auditor – Jennifer Collins
Deputy Treasurer – Mary Lou Brooks

Motion carried.

MINUTES – FINANCIAL REVIEW – STATUS OF FUNDS

Director England made a motion and it was seconded to approve the December 11, 2017 minutes, budgets, trial balances and investments, as mailed. The motion included approving the December 19, 2017 special meeting minutes as well. Motion carried unanimously.

ACCOUNTS PAYABLE

Secretary-Manager Anderson presented the accounts payable for review and approval. Accounts payable checks 14705 through 14756 (including EFT payments) totaled \$212,034.08 and were broken down as follows:

Irrigation O & M Investment	\$ 51,249.32
Irrigation Construction	\$ 39,089.56
Domestic O & M Investment	\$ 72,663.76
Domestic Construction	\$ 10,357.71
Sewer O & M Investment	\$ 38,673.73
Sewer Construction	\$ 0.00

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

MANAGER'S REPORT

Irrigation: The 'D' pumping plant project has been put on hold, as we have run out of time, and there are already two pumps out for repairs. We do not want that many pumps out and the pump still needs to be pulled to determine the extent of the repairs needed, which takes more time than we have before startup.

Domestic: Nothing to report.

Sewer: A newsletter was mailed to all sewer customers advising them of the \$5.00 per month increase in the rates.

Administrative: Manager Anderson stated that the exit meeting for the 2015-2016 audit went well. The next audit for 2017-2018 will be in the fall of 2019.

The HVAC unit in the office is not working properly and needs significant repairs. In researching the costs for repairs, we asked for prices to replace the unit, which may be the better option. After significant discussion, the Board feels confident to have Manager Anderson use his discretion.

Manager Anderson stated that we have not been able to find a mini excavator with the criteria we are seeking, even after looking nationwide. We have found new ones that offer service and parts contracts with the purchase price, within our specific criteria. After some discussion, a motion was made by Director Mogan and seconded giving the District permission to purchase a new mini excavator within the criteria set by Manager Anderson at a price not to exceed \$67,000. Motion approved.

A one-ton service truck, already in the 2018 budget approved last month, will be ordered shortly. The new truck will be given to a current employee, while the used truck will be given to one of the new employees being hired.

OLD BUSINESS

No old business at this time.

NEW BUSINESS

Resolution 2017-04 authorizing an investment policy to determine the process of investing public funds, as well as the safekeeping of same. A motion was made by Director Clark and seconded approving Resolution 2017-04 Authorizing Adoption of Investment Policy. Motion carried.

Resolution 2018-01 refers to an employee recognition policy for current activities of the District, but with no formal policy adopted. A motion was made by Director Clark and seconded to approve Resolution 2018-01 adopting the Employee Recognition Policy. Motion carried.

Resolution 2018-02 amending the District Employee Handbook to add clauses to the sick leave policy and adding compensatory time for the District Manager. A motion was made by Director Clark and seconded to amend the District Employee Handbook as shown on Exhibit "A" to Resolution 2018-02. Motion carried.

Resolution 2018-03 adopts the fee schedule for fiscal year 2018, including equipment rental rates. A motion was made by Director Mogan and seconded to accept Resolution 2018-03 with fiscal year 2018 rates as presented. Motion carried.

Resolution 2018-04 disperses overhead costs by allocating 38%, 49%, 13% respectfully to the irrigation, domestic and sewer companies; transfers irrigation assessment income from irrigation to domestic for irrigation rights served through the domestic system; and transfers fees paid to the City of Chelan through the sewer collection system from domestic to sewer to cover water sent from the WTP through the sewer system. A motion was made by Director Mogan and seconded to approve Resolution 2018-04 as proposed. Motion carried.


PUBLIC COMMENT

Mary Stutzman wanted to let the Board know that the District is doing a good job.

ADJOURNMENT

Being no further business to come before the Board, Board President Robert Christopher adjourned the meeting at 9:57 a.m.

Signed: Bob Christopher
President
Jode Affin
Walter
Paul

Attest: 
Secretary-Manager

January, 2018