



## Minutes

# Wallula Water District Monthly Water Meeting

<b>Date:</b>	August 14, 2022
<b>Time:</b>	5:00 pm
<b>Location:</b>	Wallula School House

## **Meeting Minutes**

### ***Call to Order***

Meeting was called to order by Mike Pringle.

### ***Attendees***

#### *Voting members in attendance:*

Mike Pringle  
Tammy Pringle  
Ron Rodgers (new commissioner)

#### *Guests in attendance:*

Soni Bryant  
Bob Baker

### ***Approval of Previous Month's Minutes***

July minutes were read and approved, with a motion by Tammy and second by Mike.  
Unanimous vote. Motion passed.

### ***Swearing in of New Commissioner***

The board received the resignation of David Glessner from the Wallula Water District 1 board via email. David and LaRae Glessner moved out of state this month. Tammy motioned to seat Ron Rodgers in the place of David Glessner for the open board position. Mike seconded the motion. Unanimous vote. Motion passed.



## Minutes

# Wallula Water District Monthly Water Meeting

### ***Board Member and Staff Reports***

#### *Chairman:*

- Mike spoke with AllStar about flow meter maintenance.
  - Bruce Emory will be checking into the meters and sensor servicing. It is possible the circuit board needs to be replaced.
  - Mike will follow up with Bruce this month.
- Baisch Vegetation was in for vegetation maintenance on the school property.

#### *Ron Rodgers:*

- Dave and LaRae moved in July, and the new resident is just occupying the residence. Billing for the new resident will begin in September.
- No customers in arrears.
- A customer payment was returned with insufficient funds this month. Ron will address this with the customer and collect payment for July as well as the insufficient funds charge of \$35.00.
- Ron will talk to the customers at the Weaver residence to see when they want to turn on service at the new connection.

#### *Secretary/Treasurer:*

- Tammy reported on August finances

#### *Water Operator:*

- Not in attendance

### ***Old Business***

#### **1. Agenda Item 4A: Excise Tax**

- a. Soni received the waiver form for non-electronic payments of the annual excise tax, and Tammy submitted the completed waiver form.
- b. The waiver will need to be submitted every 5 years to avoid fees in the future.



# Wallula Water District Monthly Water Meeting

## Minutes

### 2. Agenda Item 4B: Assessment Audit

- a. Soni covered audit assessment items mentioned in the audit handout and the audit exit, including:
  - i. Commissioner compensation and waiver options
  - ii. Procurement policy draft
  - iii. Commissioner invoicing
  - iv. Cash receipting – Soni purchased a cash lock box to ensure a more standard way for payments to be stored by commissioners prior to deposit/mailing
  - v. Minute updates to include proper BARS voucher approval
  - vi. Operating margins
- b. The board discussed the procurement policy draft and items to include

### ***New Business***

1. New commissioner responsibilities – to be determined as the transition moves forward
2. Meter reading and bill processing changes
  - a. Ron will be reading the meters and processing the bills since the two responsibilities go together (formerly shared responsibilities of LaRae and Soni)
  - b. The hardcopy ledger will continue to be used to process bills at this time, along with Quikwater billing software
3. File organization
  - a. Tammy, Soni, and Ron reorganized the hardcopy files
  - b. All files three years and older will be archived in the locked schoolhouse storeroom. Current files will be stored in the water district file cabinet.
4. Returned check – addressed in commissioner report above
5. Guide Insurance annual renewal
  - a. Tammy filled out the Guide Insurance renewal checklist.
  - b. There are no changes to consider, so the annual renewal will be paid on this month's voucher.
6. The new meter at 300 Gap Way would not read in July.
  - a. Mike will take a look at the meter and see if anything is physically wrong with the equipment.
  - b. If nothing appears to be wrong, Ron and Soni will need to contact Neptune about possible software issues.



## Minutes

# Wallula Water District Monthly Water Meeting

### **Monthly Bills**

August bills were reviewed. Tammy motioned to approve the payment of those bills, seconded by Mike. Unanimous vote. Motion passed.

### **Further Discussion**

1. Bob Baker thanked the board for taking care of the water district responsibilities
2. Bob mentioned that the public meeting time has not been posted lately at the post office and requested that this be posted in the future to keep residents further informed.
3. Bob asked how minutes are available to the public
  - a. Soni is still posting all agendas and minutes online each month
  - b. Financials are also available on those minutes
  - c. The URL is on every resident monthly bill
4. Bob and the board discussed new hookup options and the possibility of a resolution outlining availability of new water services.

### **Adjournment**

Ron made a motion to adjourn the meeting at 6:15, seconded by Mike. Unanimous vote. Motion passed.

<b>Bills Paid:</b>	<b>Amount:</b>
Pacific Power	1175.99
HydroTek	373.95
HydroTek	30.29
HydroTek	373.95
HydroTek	30.29
National Union Fire Insurance (Gladfelter)	2005.00
Ronald Rodgers	228.00
Ronald Rodgers	7.80
Dave Glessner	128.00



# Minutes

## Wallula Water District Monthly Water Meeting

Mike Pringle	256.00
Tammy Pringle	228.00
Soni Bryant	588.55
Soni Bryant	93.09
Core & Main	1075.59
<b>Total:</b>	6594.50

<b>July Treasurer Report (beginning balance)</b>	132004.10
<b>July Water Sales (funds in)</b>	2208.00
<b>Expenses for July (funds out)</b>	-2115.75
<b>CD investment earnings</b>	
<b>Bank balance end of July</b>	132096.35

The following voucher/warrants are approved for payment:

<b>Funds</b>	
<b>Voucher Warrant</b>	<b>Total:</b>
Voucher numbers: 1a through 10a	\$6433.03
<b>Payroll Warrant</b>	<b>Total:</b>
Voucher numbers: 2b, 3b, 7b	\$161.47

\*Minutes recorded and transcribed by Soni Bryant