



# Wallula Water District Monthly Water Meeting Minutes

## Meeting Minutes

<b>Date:</b>	February 12, 2023
<b>Time:</b>	5:08 pm
<b>Location:</b>	Wallula School House

### **Call to Order**

Meeting was called to order by Mike Pringle.

### **Attendees**

*Voting members in attendance:*

Mike Pringle  
Tammy Pringle  
Ron Rodgers

*Guests in attendance:*

Soni Bryant  
Barbara Johnson  
Steve Baker

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

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

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

*Chairman:*

- Sulfur remediation:
  - Mike had to shock the system again to help with sulfur smells due to low water circulation in winter months.
  - Dave Bowman's PLC programmer met with Mike about programming the system to circulate the water once daily. The technician had difficulty with the firmware but was able to set the circulation for 15 minutes per day for now to see if that helps with sulfur remediation.
- Mike had to repair the discharge line on the chlorinator.
- Mike is watching propane and oil levels and will call Christensen when they are low.
- Flickers are not yet out of the building.



# Wallula Water District Monthly Water Meeting Minutes

- The second stage burner on the furnace is not priming. Mike will be troubleshooting the issue this month.
- There is a water leak after the meter at the Walter Bronniman residence, and the water is currently turned off.
- Nancy Skinner's garden plot bill is incorrect and needs to be fixed in QuikWater.

## *Commissioner:*

- Meter reading is back on track.
- Barb is now processing incoming water payments into the ledger and will coordinate with Ron to input into QuikWater.

## *Secretary/Treasurer:*

- Tammy reported on February finances.

## *Water Operator:*

- Not in attendance

## **Old Business**

### **1. Agenda Item 4A: New Connection**

- a. Weaver residence is up to date on all new connection fees.
- b. Weavers began paying for water as of the first of the year.

### **2. Agenda Item 4B: QuikWater Billing Quotes**

- a. QuikWater will provide training and service per quarter at the rate of \$750.00.
- b. QuikWater can do all billing for the district at \$450.00 per month.
- c. Per incident customer service is about \$125.00.
- d. The board decided to continue with per incident customer service costs since we should no longer need help with the billing.

### **3. Agenda Item 4C: Commissioner Open Position Letter**

- a. Soni and Barbara created an open position letter draft to which exact dates about elections will be added before the letter is mailed by Barbara.
  - i. Barbara looked into regulations and RCWs for this.
  - ii. All board positions are up for election this year because of the board commissioner turnover.
- b. Position filing dates are between May 16 through 20, 2023.
- c. Elections are in August 2023. Responsibilities begin in September.



## Wallula Water District Monthly Water Meeting Minutes

### 4. Agenda Item 4D: Resignation letters

- a. Both Sandi Martucelli and David Glessner sent in resignation letters to the county.

### ***New Business***

1. NSF fee is changing from \$35.00 to \$40.00 for bounced checks.
2. Meeting time change proposal: This item is tabled until after elections.
3. 1099 responsibilities
  - a. Barbara is looking into whether or not the water district is responsible for reporting income on a 1099.
  - b. The auditor's office is getting back to Barbara on this matter.
4. Customer contact information letter.
  - a. Barbara prepared a letter asking for customer contact information updates.
  - b. The board reviewed the draft and would like the letter to go out this month.
5. Winter shut off fees: Ron motioned to charge a \$25.00 shut off and \$25.00 turn on fee for water closures for winter months. Mike seconded the motion. Unanimous vote. Motion passed.
  - a. Barbara suggested adding these motions to the procedure documentation.
  - b. Soni will begin compiling a list of motions from past minutes.
6. Late charges will be assessed if a payment is not received by midnight on the 15<sup>th</sup> of the month.
7. Park water overage:
  - a. The value on park water was slightly turned on.
  - b. This meter will now be locked out.
8. Fire department bill: This bill is paid yearly and needs to be billed this month.
9. Kelly Lozinsky has not been paying her overdue bill, but the water meter is inaccessible to lock out the water. Mike and Ron will try to remedy this situation.

### ***Monthly Bills***

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



# Wallula Water District Monthly Water Meeting Minutes

## ***Further Discussion***

1. Steve Baker is interested in maintaining the Wallula Park in the summer months. Ron suggested talking to Ray Miles about this.
2. Ron was approached about water sales for a construction project in Burbank. The district will bill \$.02 per gallon.
3. Soni brought the 2022 budget overview for review.

## ***Adjournment***

Ron made a motion to adjourn the meeting at 6:17 seconded by Mike. Unanimous vote. Motion passed.

<b>Bills Paid Summary:</b>	<b>Amount:</b>
1a. Pacific Power	767.26
2a. Soni Bryant	353.00
2b. Soni Bryant	89.88
3a. HydroTek	373.95
3b. HydroTek	30.29
4a. HydroTek	373.95
4b. HydroTek	30.29
5a. Christensen	1514.55
5b. Christensen	135.37
6a. Tak Technology	125.00
7a. Ronald Rodgers	256.00
7b. Ronald Rodgers	215.96
8a. Tammy Pringle	128.00
8b. Tammy Pringle	56.71
9a. Barbara Johnson	200.00
10a. Mike Pringle	256.00
<b>Total:</b>	<b>\$4906.21</b>



## Wallula Water District Monthly Water Meeting Minutes

<b>January Treasurer Report (beginning balance)</b>	126090.12
<b>January Water Sales (funds in)</b>	4884.11
<b>Expenses for January (funds out)</b>	-10478.52
<b>CD investment earnings</b>	
<b>Bank balance end of January</b>	120495.71

---

The following voucher/warrants are approved for payment:

<b>Funds</b>	
<b>Voucher Warrant</b>	<b>Total:</b>
Voucher numbers: 1a through 10a	\$4347.71
<b>Payroll Warrant</b>	<b>Total:</b>
Voucher numbers: 2b, 3b, 7b	\$558.50

\*Minutes recorded and transcribed by Soni Bryant