

Whitworth Water District No. 2
Board Meeting Minutes
November 16, 2017

Call to Order/Confirm Quorum

The meeting was called to order by Dennis Brown Acting-Chairperson, at 4:00 p.m. Those present were Chris Johnson, Acting-Secretary-Treasurer; Rick Koller, Commissioner; Chan Bailey, Commissioner; Tim Murrell, Doug Babin, Tom Davis, Bob Wirtz, Ron Gillies, Steve Irwin, Commissioner-elect, and District Counsel Thad O’Sullivan.

Approve/Revise Agenda

The Agenda was approved as submitted.

Review and Approve Minutes

Chris Johnson made a motion to approve the minutes of November 2, 2017. The motion was seconded by Chan Bailey and approved unanimously.

Manager Report

- a. Architectural General Terms and Conditions – Bernardo Wills Architects** - Tim mentioned that the Reuse of Documents has been changed to our requested language and that Brian had approved from a legal perspective. Chris Johnson made a motion to accept the agreement between Whitworth Water District #2 and Bernardo Wills Architects for the new building headquarters. The motion was seconded by Chan Bailey and approved unanimously.

- b. Customer Appreciation Water Quality** – Bob Wirtz explained the process of obtaining and retaining customers to allow Whitworth Water District #2 employees to obtain water samples. A handout was provided that listed all customers and length of time each customer has permitted the District to obtain water samples on a monthly basis. A discussion ensued on the recognition of these customers through a gift card with amount being set by number of years the customer has participated. Chan Bailey made a motion to accept the amounts Tim suggested. The motion was seconded by Chris Johnson and approved unanimously.

Operations Report

None

Financial

- a. Draft 2018 Annual Budget-Rate Presentation – Tim discussed adding a tier to the rates for high usage users. The purpose of the rate adjustment was not to increase revenue but to handle the difficulty in satisfying demands during the peak irrigation seasons of the year. This “conservation rate” is intended to reduce usage by highest tier users thus reducing the timeframe for District upgrades such as additional wells, mains, and reservoirs. Discussion ensued on other items in the rate schedule such as Booster Charges, Backflow tests fines and shutoffs, and Fire Protection rates. Rates for these categories have not been updated since the 1990’s. Discussion on developer charges to either provide or pay for water rights based on the adequacy of District rights was discussed. Rates for connection fees have not been updated since 2008 but are not slated for change in this iteration. Action on this item to be taken at the first meeting in December.
- b. Chris Johnson presented and made a motion to approve Payroll Vouchers 34878-34882 in the amount of \$9,619.42, withholding and FICA in the amount of \$10,060.16, with a net payroll of \$25,617.95. The motion was seconded by Chan Bailey and approved unanimously.
- c. Chris Johnson presented and made a motion to approve Expense Vouchers 34883-34926 in the amount of \$127,885.60. The motion was seconded by Rick Koller approved unanimously.
- d. Chris Johnson presented and made a motion to approve Expense Voucher 34927 in the amount of \$16,860.30. The motion was seconded by Chan Bailey and approved unanimously.
- e. Chris Johnson presented and made a motion to approve Construction Voucher 1132 in the amount of \$1,428.63. The motion was seconded by Rick Koller and approved unanimously.

Open Forum

None

Executive Session

None

With no further business, the meeting was adjourned at 4:45 p.m. by Dennis Brown.

Respectfully Submitted,

Ron Gillies

Chris Johnson, Acting-Secretary-Treasurer