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MINUTES OF A REGULAR MEETING OF
THE BOARD OF COMMISSIONERS OF
RONALD WASTEWATER DISTRICT
SEPTEMBER 20, 2011

A regular meeting of the Board of Commissioners of Ronald Wastewater District was convened at the District office at 5:00 p.m. on Tuesday, September 20, 2011 by Board President Wadekamper. In attendance were Commissioners Brian Carroll, Arnold Lind and Arthur Wadekamper. Also present were General Manager Michael Derrick, Maintenance Manager George Dicks, Accounting Manager Jen Chen and District Counsel Joseph P. Bennett, customer Robert Ransom, and John Norris from the City of Shoreline.

ADMINISTRATIVE

Additions/Adjustments to Agenda?

Commissioner Wadekamper requested a discussion of meeting start times, in light of the change in tonight's meeting from 6:00 p.m. to 5:00 p.m. Mr. Derrick previously researched the start times of Commissioner meetings. Since 2004, most meetings have started at 6:00 p.m. with some adjustment on start time based on Commissioner availability. Commissioner Carroll preferred a 5:30 p.m. start time.

Upon motion by Commissioner Lind, and second by Commissioner Carroll, the Board voted 3-0 to change the start time of the regular bi-monthly Commissioner meetings to 5:30 p.m.

Commissioner Wadekamper hoped that if a Commissioner will be unavailable at the 5:30 p.m. start time, the better course is to grant the Commissioner an excused absence rather than change the meeting start time. The other Commissioners concurred.

Mr. Ransom stated that State law requires 10 calendar day notice to change the start time of a regular meeting and he only received a day's notice of the change of start time of tonight's meeting. Commissioner Wadekamper asked Mr. Bennett to look into the notice requirements and report back at the next meeting.

Handouts

- A. Engineering Rate Cost Comparison.

Minutes of the Board Meetings of August 23, 2011 (Special) and September 6, 2011 (Regular). Final. The Board reviewed minutes provided by Mr. Derrick for the special meeting of August 23, 2011 and the regular meeting of September 6, 2011. Upon motion by Commissioner Carroll, and second by Commissioner Lind, the Board unanimously approved the minutes of the August 23 special meeting. Upon motion by Commissioner Lind, and second by Commissioner Carroll, the

Board unanimously approved the minutes of the September 6 regular meeting. The Commissioners then signed the approved minutes.

1. Vouchers. Mr. Derrick presented and the Board discussed the Vouchers. The Board then considered Vouchers in the aggregate amount of \$818,281.55 broken down as follows: (a) AP Vouchers #0110629 through #0110667 in the amount of \$772,555.14; (b) AP Voucher #0011028 (payroll) in the amount of \$166.24; (c) ACH Payroll of \$26,883.05; (d) Payroll taxes of \$9,347.03; and (e) Excise tax of \$9,330.09. Upon a motion by Commissioner Carroll, and second by Commissioner Lind, the Board approved all of the Vouchers presented by a vote of 3-0.

2. Journal Adjustments. Mr. Derrick presented the proposed Journal Adjustments of (-\$1,399.33) for July 2011. Upon motion by Commissioner Carroll, and second by Commissioner Lind, the Board voted 3-0 to approve the Journal Adjustments in the amount of (-\$1,399.33). The Commissioners then initialed the adjustments.

3. Financial Report. Mr. Derrick distributed a balance sheet summary as of July 31, 2011, and revenue and expense report summaries. He also distributed a copy of the King County Investment Pool report.

4. 2012 O&M and Capital Budgets Preliminary Information. Mr. Derrick presented a chart summarizing the District's annual expenditures on capital improvement projects for 2007 as well as planned costs for 2011-2015. He also included a summary of expenses and income from 2005 through 2011. Commissioner Carroll asked how 2010 revenues compared to forecast. Mr. Derrick reported that there were significant one-time revenue increase due to GFC.

5. Bankruptcy; Accounts at Attorney; Collections Report. Ms. Chen presented a summary of the customer accounts that are currently in bankruptcy. She also submitted a past due report summary. Mr. Bennett provided the monthly collection report on past due accounts. He stated that since his last report, gross collections were \$10,593.62 and the net to the District was \$7,626.61. Since his last report, six accounts were fully paid and partial payment was received on three other accounts.

6. Retail Lockbox, New Contract for Services. Mr. Derrick presented Resolution No. 11-14 along with a proposed contract with Retail Lockbox.

RESOLUTION No. 11-14, Authorizing the District to Contract with Retail Lockbox, Inc. to Provide Payment Processing Services. Upon motion by Commissioner Carroll, and second by Commissioner Lind, the Board voted 3-0 to

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approve the resolution and authorized the General Manager to sign the contract on behalf of the District.

7. WASWD Presentation on District's I/I Reduction Program. Commissioner Carroll and Mr. Derrick previewed the PowerPoint that they will present, along with Scott Christensen, to the WASWD Fall Conference. Commissioner Wadekamper suggested a clarification to address a complaint to WASWD about lack of contractor access to bidding side sewer replacement work. Mr. Ransom asked about the \$1,000.00 cost of side sewer replacement and what was the District's responsibility. It was explained that \$1,000.00 is the approximate cost that a contractor charges per replacement, but the cost is included as part of a larger District project. There was a lengthy discussion about I/I generally among the Commissioners, Mr. Derrick and Mr. Ransom.

LEGAL REPORT

None.

PERSONNEL

None.

MAINTENANCE REPORT

None.

COMMISSIONERS' COMMENTS AND REPORTS

Commissioner Wadekamper reported.

GENERAL MANAGER'S REPORT

Mr. Derrick reported that he will be on vacation for two weeks starting on October 3.

PUBLIC COMMENTS

Mr. Ransom asked about receiving draft minutes before the final minutes are approved. Mr. Derrick asked if the minutes should be posted on the website both draft and final. Commissioner Carroll questioned the wisdom of posting draft minutes online. Commissioner Wadekamper asked Mr. Norris about the City's practice. He responded that city meetings are videotaped and posted online and the City Council approves minutes in bunches. Commissioner Lind suggested any interested attendee should be welcome to come to the District during business hours. Commissioner Wadekamper concurred with Mr. Carroll that draft minutes should not be distributed.

Upon motion by Commissioner Carroll, and second by Commissioner Lind, the Board voted 3-0 to post approved minutes on the website.

TOPICS FOR FUTURE DISCUSSION/CITY REPORT

None.

CONCLUSION

There being no further business, President Wadkamper concluded the meeting at 6:25 p.m.

APPROVED in open meeting: This ___ day of October, 2011.



Arnold H. Lind,
Secretary/Commissioner



Brian T. Carroll,
Vice-President/Commissioner

Arthur L. Wadkamper,
President/Commissioner