

**DOUGLAS COUNTY SEWER DISTRICT NO. 1**

**REGULAR BOARD MEETING**

**MINUTES**

**January 23, 2025**

**Those present were:**

**Board of Commissioners:** Cheryl Sutton, President; Greg Peterson, Vice President; and Wayne Barnhart, Secretary.

**District Staff and Consultants:** Darrell Winans, District Manager; Bernita Landers, Assistant Manager/Finance; Amanda Floren, Accounting Specialist; and Chuck Zimmerman, Ogden Murphy Wallace.

**Guests:** Cinthya Medina, State Auditor's Office and Josiah Milner, State Auditor's Office

**CALL TO ORDER:**

President Sutton called the meeting to order at 8:30 AM and led those present in the pledge of allegiance.

**APPROVAL OF AGENDA:**

Commissioner Barnhart moved to approve the Agenda with addition of an Executive Session to discuss potential litigation with legal counsel. Commissioner Sutton seconded the motion. The motion carried unanimously.

**APPROVAL OF CONSENT AGENDA:**

Commissioner Barnhart moved to approve the Consent Agenda which includes approval of the Regular Board Meeting Minutes of January 9, 2025; and vouchers reviewed by a Commissioner in advance of the Meeting which include O&M Fund Vouchers (\$50,326.23), Capital Systems Fund Vouchers (\$0.00), and Construction Fund Vouchers (\$223,831.60), all collectively numbered 3016357 through 3016388 in the total combined amount of \$274,157.83. Commissioner Peterson seconded the motion. The motion carried unanimously.

**AGENDA ITEMS:**

Cinthya Medina and Josiah Milner from the Office of the State Auditors presented the Board with the 2022-2023 Audit Entrance Conference. Josiah shared with the Commissioners the planned audit scope for both an Accountability audit and a Financial Statement audit for the period January 1, 2022, through December 31, 2023. Commissioners had no questions.

## **EXECUTIVE SESSION:**

**The Board met in Executive Session for 15 minutes pursuant to RCW 42.30.110(1)(i) to discuss potential litigation with legal counsel. The executive session began at 8:53 AM, was extended for 20 minutes and ended at 9:28 AM.**

At 9:28 AM, the Board rejoined Regular Session. No action was taken by the Board.

## **RETURN TO AGENDA ITEMS:**

Manager Darrell Winans presented the Commissioners with the Summer Place Lift Station Change Order No 3 from KRCI LLC. The Net Increase of the Change Order is \$60,895.93. **Commissioner Barnhart made a motion to approve the Summer Place Lift Station Change Order No 3. Commissioner Peterson seconded the motion. The motion carried unanimously.**

## **STAFF REPORTS:**

Assistant Manager Landers presented the Commissioners with information on the HRA Veba Accounts for Commissioners new to the Veba Plan. The informational handout has instructions to change the Medicare Election Status if any Commissioner needs to do so.

Assistant Manager Landers updated the Commissioners on her findings with City of Walla Walla's credit card fee on utility payments. Their website called it a convenience fee and would begin charging a percentage January 1, 2025. She has a call into the City of Walla Walla and is awaiting a response. Assistant Manager Landers presented the Commissioner's with a short video on the Federal Reserve proposing to lower the fees on card transactions.

Manager Winans discussed with the Commissioners the District's Emergency Management Response Plan that is in place. Commissioner Barnhart requested Management develop a formal action plan in conjunction with the response plan adopted 10 years ago.

Manager Winans shared with the Commissioners that RH2 had completed a new application for a Franchise Agreement with WSDOT. The Franchise Agreement allows the District to maintain sewer services within the WSDOT's Right of Ways.

Manager Winans presented the Commissioners with NEXXUS Consulting's recommended CIP Project Funding Priorities. Commissioners all agreed with list of priorities to move forward with.

## **COMMISSIONERS CORNER:**

Commissioner Barnhart reminded the Board he would be absent from the February Board Meetings. **Commissioner Peterson made a motion to excuse Commissioner Barnhart's absence from the February Board Meetings. Commissioner Sutton seconded the motion. The motion carried unanimously.**

Commissioner Sutton requested to change the Board Meeting times to begin at 9:00 am instead of 8:30 AM. Board will formalize with a new Resolution at the next Board Meeting.

There being no further business to come before the Board, Board President Sutton declared the meeting adjourned at 10:41 AM.

  
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CHERYL SUTTON  
President

  
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GREG PETERSON  
Vice President

*Excused Absence*  
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WAYNE BARNHART  
Secretary