

DOUGLAS COUNTY SEWER DISTRICT NO. 1

REGULAR BOARD MEETING MINUTES

November 19, 2025

Those present were:

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

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

Guests: None.

CALL TO ORDER:

President Sutton called the meeting to order at 9:30 AM and led those present in the pledge of allegiance.

APPROVAL OF AGENDA:

Commissioner Barnhart moved to approve the Agenda. Commissioner Peterson 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 October 23, 2025; and vouchers reviewed by a Commissioner in advance of the Meeting which include O&M Fund Wages and Benefits (\$188,369.31), O&M Fund Vouchers (\$487,764.65), Capital Systems Fund Vouchers (\$12,156.00), and Construction Fund Vouchers (\$136,880.48), all collectively numbered 3017057 through 3017137 in the total combined amount of \$825,170.44. Commissioner Peterson seconded the motion. The motion carried unanimously.

AGENDA ITEMS:

Finance/Assistant Manager Landers introduced a Zoom presentation by Emily Wood with General Code for a proposal of codification services. After the presentation, the Board discussed the proposal. Commissioner Peterson moved to approve the agreement and authorize the District Manager to sign with General Code for codifying the District's Administrative Code. Commissioner Sutton seconded the motion. The motion carried unanimously.

Manager Winans briefed the Board on the status of the Chelan County PUD easement. At his request, he and legal counsel Chuck Zimmerman met with PUD staff, and both parties agreed to

proceed. PUD will draft the formal easement agreement, which will provide the District with an offsite biosolids-handling location.

Finance/Assistant Manager Landers presented the Board with the 2025 3rd Quarter Budget Report and September 2025 Fund Balance Reports.

Manager Winans, Finance/Assistant Manager Landers and Accounting Specialist Floren presented the 2026 Budget for approval. **Commissioner Barnhart moved to adopt the 2026 Budget as presented. Commissioner Peterson seconded the motion. The motion carried unanimously.**

STAFF REPORTS:

Finance/Assistant Manager Landers informed the Board about WCIF benefits open enrollment and asked the Commissioners if they wanted to make any changes; none were requested.

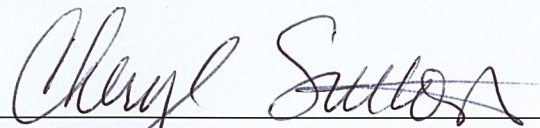
Manager Winans updated the Board on his appointment to the WASWD PFAS Work Group, which will provide local input to the DOE on testing guidance and related guidelines.

Manager Winans led a discussion about using a third party to process credit card payments, with processing fees charged to customers rather than the District. He will investigate the legal implications and report his findings to the Board.

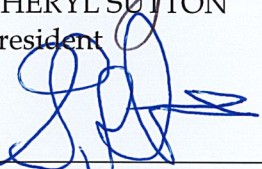
COMMISSIONERS CORNER:

Commissioner Peterson reported receiving a compliment from a county resident on the appearance of the Summer Place Lift Station. He attended the Douglas County PUD Hydrogen Plant ribbon-cutting ceremony on October 8, 2025. He also remarked that the Manhole Replacement Project looks very good.

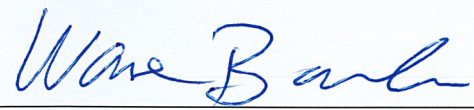
There being no further business to come before the Board, Board President Sutton declared the meeting adjourned at 10:58 AM.



CHERYL SUTTON
President



GREG PETERSON
Vice President



WAYNE BARNHART
Secretary