

**MINUTES OF THE REGULAR MEETING
OF THE
BOARD OF DIRECTORS
WENATCHEE RECLAMATION DISTRICT
THURSDAY, APRIL 11, 2019
8:04 A.M.
DISTRICT OFFICE**

Present:	Alan H. Witte	President
	Lynn O. Smith	Director
	Donald E. VanWinkle	Director
	Waylon Marshall	Manager
	Andy Sanders	Assistant Manager
	David E. Sonn	Attorney
	Lucy Villa	Guest
	Jose Escalera	Guest
	Alice M. Meyer	Secretary

Moved by L. Smith, seconded by VanWinkle, and carried that the minutes of the regular meeting of March 14, 2019 be approved as submitted.

The Report of Office Collections in the amount of \$125,249.90 for the month ending March 31, 2019 was submitted to the Board of Directors and thoroughly reviewed.

The Report of Assessment Collection as of March 31, 2019 was submitted to the Board of Directors and thoroughly reviewed.

The Monthly Financial Report for the month ending March 31, 2019 was submitted to the Board of Directors and thoroughly reviewed. Secretary noted that the investment interest for February is not reported in this report.

Review of the Management Discussion and Analysis and Financial Statements for 2018 took place. These were prepared under GASB 34, 68 and 75 guidelines. GASB 75 establishes standards for the measurement, recognition and, if applicable, required supplementary information (RSI) in the financial reports for Other Postemployment Benefits (OPEB). For the District, this is healthcare. She referred the District to utilize an actuarial tool from the Office of the State Actuary to assist with the preparation of reporting OPEB.

Moved by L. Smith, seconded by VanWinkle, and carried that the Management Discussion and Financial Statements for 2018 be approved as submitted. Secretary will submit Management Discussion and Financial Statements to the State Auditor's Office.

The Lease between the District and Scott and Darlene Jones (Jones) expired March 31, 2019. Meyer spoke with the Darlene Jones to let her know that the District has their new lease with a one-year extension. Jones stated they may have a someone interested in purchasing their business. She advised the interested party that they would need to consult with the District about the terms of a lease. Meyer noted that she had not had any contact with a potential new owner. Meyer telephoned Jones to advise them that the lease would need to be signed, but Jones stated that they would like the lease to be extended on a month to month basis. Discussion followed.

Moved by Smith, seconded by VanWinkle, and carried for a lease extension on a month to month basis between the District and Scott and Darlene Jones with no increase to lease payment. Attorney Sonn to prepare Lease Renewal.

Marshall stated the leases for Frontier Communications Northwest Inc. and Spectrum Pacific West, LLC, formally known as Charter Communications, to cross the Columbia River Bridge expire December 31, 2019. Marshall reviewed past cost and stated that it might be in the best interest that verbiage for delinquent accounts have a late fee associated with the lease. Currently, one of the Lessees has been continuously late. Also, Jennifer Muller with Spectrum Pacific West requested a five-year lease with two–five-year option renewal. Discussion followed of raising the annual lease amount \$1,500. This would raise the amount to \$6,000 per year for each year of the five-year lease with a late fee.

Moved by VanWinkle and carried that the annual rate of the Third Permit Extension for Frontier (Verizon) and Spectrum Pacific West LLC, formally known as Charter Communications to cross the Columbia River Bridge be set at \$6,000 per year for each year of the five-year lease with a late fee.

Marshall presented an opportunity to upgrade the lighting in the District office and shop. Currently, the PUD No. 1 of Chelan County has a program available in which they will pay 100% of the cost for the transformation from the current lighting to LED which is more energy efficient.

Moved by VanWinkle, seconded by Smith, and carried that the District change its current lighting to LED with cost be reimbursed by PUD No. 1 of Chelan County.

Lucy Villa and Jose Escalera arrived at 8:58 a.m.

Marshall stated the District received a telephone call from Jessica Shaw on April 2, 2019. Shaw stated that Villa has been to the city to obtain the permits needed to move her taco wagon to the south side of her property located at 907 S. Wenatchee Avenue (the District leases to Villa the parking lot on the north side of the building). In the discussion with Shaw it was noted that for the taco wagon Villa would like to use the existing utilities that were installed in April 2018. Shaw noted that the city was unaware of the ownership of the property and that it issued all the permits needed for installation of the utilities. At this time, Villa would like to run a pressurized sewer lateral from the south side of the building through the alley and back into the grease interceptor on the north side (District property). Discussion followed with Villa. Marshall requested a site plan. Villa will provide the site plan so that the Board can make a decision.

Villa and Escalera left the meeting at 9:08 a.m.

Marshall submitted Crossing Permit Requirements flyer which would inform potential clients of the process and costs associated with crossing the Districts facilities. Marshall provided a breakdown of the cost for the last three crossing permits which assisted with the needed process and deposit requirements. Discussion followed.

Attorney Sonn stated that the costs associated with projects that extend past the District's March 15th cutoff may need to be reworked to line up with state law. Attorney Sonn will advise on the liquidated damage provision.

9:45 a.m. Moved by VanWinkle, seconded by Smith, and carried to move into a 10-minute Executive Session Pursuant to R.C.W. 42.30.110(i) to discuss potential litigation.

9:55 a.m. Moved back to regular session. No action was taken.

Meyer noted that the Board needs to update the appointment of the agent to receive any claim for damages in compliance with R.C.W. 4.96.020 because the previous appointee has retired. Moved by Smith, seconded by VanWinkle, and carried to appoint Waylon Marshall, Manager, as the receiver of any claim for damages made against Wenatchee Reclamation District.

Marshall presented a synopsis of the status of District personnel and its infrastructure. In the past, the District has had 12 full-time employees; currently, it has 11. Marshall says he plans to potentially move one of his canal patrolmen to Foreman/Maintenance and hire a canal patrolman. However, he said that he would like to hire another maintenance person. He noted that there is enough work for a fourth maintenance person. Currently, even though the shotcrete budget is \$150,000 the District is only able to gunite about 1,500 feet per year. He could max out the budget, if he had the manpower. Discussion followed.

The Board asked Marshall to present an analysis of what it would cost for a new employee at their May meeting.

Resolution No. 2019-02, Andrew Sanders Promotion to Assistant Manager was signed.

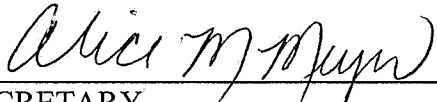
Revolving Fund Checks Nos. 10059 through 10095 for Accounts Payable in the amount of \$29,699.48 were approved for payment.

Revolving Fund Checks for payroll and payroll benefits for March in the amount of \$96,916.23 were approved for payment.

There being no further business to come before the Board of Directors, meeting adjourned at 10:15 a.m.



PRESIDENT

ATTEST: 

SECRETARY

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