

Startup Water District
Regular Meeting Minutes
November 13, 2013

Commissioner Brad Cone called the Regular Session meeting of the Startup Water District Commissioners to order at 5:35 p.m. Wednesday November 13, 2013.

Commissioners and others present:

Startup Water:

Brad Cone
Renette Villella
Kate Roesler

Nick Sanders

Community:

Connie Dunn - City of Sultan

Sultan - Connie was here to represent Sultan in our agreement for Sultan to maintain the Districts water system. A copy of the proposed contract was sent to our Attorney, Eric Frimodt. Eric made several suggestions for changes, but he felt one in particular needed to be made now and that the others could be addressed when the permanent agreement goes into effect 3/1/14. Nick is to contact Ken Walker at Sultan about the change, which has to do with the indemnification part of the Contract.

Vouchers - Signed vouchers for \$10,822.45.

Payroll – Signed payroll for October 2013, \$2,522.50, payable 11/30/13.

Minutes - Kate & Renette reviewed the minutes for 9/8/13 & 9/11/13. Kate brought a motion to approve as is, motion passed 2-0. Renette brought a motion to approve 10/16/13 minutes, motion passed 2-0. Brad brought a motion to pass 10/28/13 special meeting with the Auditors, motion passed 3-0.

Bank Reconciliations - Brad reviewed and approved Bank Reconciliations for 10/30/13.
Payroll Journal for 10/30/13 was approved.

USDA Loan - A \$49,140.00 payment due in December will bring the principal down to approximately \$1,016,000. A provision of the USDA agreement calls for yearly audits as long as the principal is above \$1,000,000. These audits cost anywhere from \$6,000 to \$12,000/ year. It was decided that the District's reserves would be better spent paying down the loan than on yearly Audits. Nick is to pay down the loan an extra \$20,000.00 to get the balance below \$1,000,000. Brad brought a motion to pay an additional principal payment of \$20,000 on the USDA Note. Motion passed 3-0.

Water Shut-offs - Nick will continue to send out past due letters by normal mail but will no longer send shut-off letters by registered mail, this is just too costly. Kate brought a motion that 48hr shut-off notices will be left at the customers home. Water can be shut-off any time after the 48hrs. without further notice unless the bill is paid in full or payment arrangements are made. Motion passed 3-0.

Review Daily Receipts - Now that Ken is no longer at the District the Auditors felt there needed to be procedures in place to review the receipt of monies. It was decided that Renette will review all deposits for accuracy. Renette will be paid one stipend a month for this.

Michael Wickers - Has asked that his account be credited the difference between residential and dormant use for 2 months, this would be \$54.00 (2x\$27). House has been under repair for that period. Kate brought motion to ok credit, Renette seconded, motion passed 3-0.

Executive Meeting - Discussed pay raise for Nick.

Nick - Renette brought a motion to raise Nick's wages to \$40.00/hr effective 11/14/13. Brad seconded, motion passed 3-0.

New Business – Next Regular Meeting 12/11/13

Old Business –

This Regular Meeting of the Startup Water District was adjourned at 6:45 p.m.

Prepared by:

Brad Nicholas Gordon

Signed:

Brad Cone
Commissioner