

Minutes
WASHINGTON COUNTY WATER DISTRICT
Special Meeting
October 4th, 2019
6:15 P.M.
At The SCHOOL

Please Note: In compliance with the Federal "Americans with Disabilities Act", any person who requires special accommodations in order to attend or participate in the meeting, please contact 265-4720 - prior to the meeting.

APPROVAL OF THE AGENDA. K. KOZLOSKI, A. BOYLE 2ND, ALL APPROVE

Water Agency Meeting

I. New Business: for information, discussion and possible motion

A. Bookkeeping changes- D. Shipley, C. Jackson **Confirmed Alex gave her notice as of Oct 4th, 2019 she will no longer be working for the WCWD. Board wants to hire a new bookkeeper, hopefully local and experienced. W. Helm informed us he has qualified friend out of Sacramento as an option. Bookkeeper will be an employee of the WCWD rather than an Independent Contractor starting from a fresh slate (balanced books to the County Trial Balance Report). Job for new bookkeeper position to be posted ASAP. C. Jackson and D. Shipley created a new spreadsheet using "what-if formulas" that auto populate every month reducing human error. C. Jackson and D. Shipley will handle bookkeeping and day to day billing until we find a new bookkeeper. D. Shipley motioned, C. Jackson 2nd, All approved.**

B. Audit of prior books- D. Shipley, C. Jackson **Audit of the books by a certified CPA requested by C. Jackson, D. Shipley, and A. Boyle to unravel the confusion of unbalanced books compared to the Estimated County Trial Balance Report. Ongoing problems and unanswered questions going back to 2017/2018 County Audit. D. Shipley made a motion to do a detailed journal entry and start fresh in the books for the new bookkeeper. C. Jackson mentioned that we do have a CPA on retainer. Fetcher Accounting and other contacts as options that are local.**

Reviewed assigned tasks as a Board to reiterate importance of doing your own assigned tasks and staying within your boundaries. Reminder that emails and correspondence represent ALL members of the Board when portrayed as being sent by the entire Board. W. Helm motioned, D. Shipley 2nd, All approved.

II. Public Comments

Gary Banks offered information on software and apps that may be helpful to us. **Kass K. Is overseeing software**

Sandee Arteiri inquired about job openings. **The jobs will be posted along with the skills and job description. Anyone is welcome to apply as soon as they are posted.**

Closure of Water Board Meeting

Kass K. motioned, Amy B. 2nd, all approved 7:00pm

One or more of the board members will be attending the meeting via conference call, anyone wishing to join the meeting by conference call can dial in on 712-770-5505 with code of 369-457# for all but closed sessions