

SUNLAND WATER DISTRICT

Board of Commissioners

Meeting of June 13, 2017

MINUTES

Purpose

Regular Meeting

1. **Call to Order:** 9:00 a.m.

Attendees: Commissioners Putnam, Friess and Larison; Mike Langley, Manager; Karen Shay, Bookkeeper, Judy Gamble, Office Assistant, and visitors, SunLand Division 17 president Gary Fortmann.

2. **Minutes:** The minutes of the May 9, 2017 regular meeting were approved as presented.

3. **Financial Report:**

- a. **Financial Statements:** Karen Shay presented financial reports through 5/31/17.
- b. **Health Insurance Renewal Update:** Karen distributed a “2017 Medical Insurance Review” which compared the cost and benefits of three different plans – our current plan (Regence), plus United Health Care and Premera. Due to the time constraints; (i.e., deadline of June 16th) and the fact that Regence has lowered its premium costs, it was recommended that we stay with Regence for this year.
- c. **Clallam County PUD Energy Conservation** – Karen reported the SWD had received a check from the PUD for \$5579.33 under their incentive program for installation of power conserving efficient equipment at the Waste Water Treatment Plant.

4. **Manager’s Report:** District Manager Michael Langley presented his report.

A letter was submitted to the SG&CC regarding permission to use the edge of the golf course for an egress for the new office. We have not yet received a reply.

SWD employees have been working hard to operate the SWD Water Reclamation Facility efficiently as well as hauling sludge to the City of Sequim. SWD personnel are currently resolving a sewer main blockage issue on Hilltop, Fairway and Clallam Bay. Mike was asked to report at the next BOC meeting on the status of Mike Cays and his efforts to achieve Level III Wastewater Treatment Plant Operator status.

5. **Old Business:**

- a. Online Bank Access for Karen: In order that bookkeeper Karen Shay may gain online access to the First Federal bank account information, , it was moved by Al Friess, seconded by Jim Larison and unanimously approved by the Commissioners to add Karen as a signatory on the bank accounts.

- b. New Office:

Occupancy Date: Move planned for June 27 or 28.

Status Report: The new office is substantially complete less final finishing work and corrections. Mike signed up for security patrol service at the new office location as well as other District facilities, but the bill for the service seemed unreasonable and Mike has requested a review of this cost. Various additional security measures were discussed such as ADT and security lights surrounding the building. We will have WAVE phone and internet service at the new office and, ultimately, at the treatment plant as well.

SLOA Letter Regarding Vacancy: Mike Langley has sent an official notification to Fred Smith of the SunLand Owners Association that the SunLand Water District will be moved out of our present location and into the new location at 5762 Woodcock Road on or before June 30, 2017.

- c. Status of Meter/Meter Setter Installation: Water mains will be shut down this week on Fairway Drive while four more meters and setters are installed. We are searching for lost meters and making a few more installations throughout the community.
- d. Meter Reading/Data Processing: Even though we haven't got every connection metered, it seems prudent to start reading the meters. With that thought, we will be reading first all of Division 17, then all of SunLand. As reported previously, the plan is to read all of the meters in SunLand for a period of approximately one year and analyze that data before any action is taken to bill residents by individual water usage.

6. **New Business:**

- a. Gary Fortmann: Pepper welcomed Gary to the meeting. Gary is the only candidate running for the SWD Board of Commissioners vacancy at the end of the year. Pepper suggested that Gary be permitted to ask questions during normal course of business at the Board meetings and asked Judy to put Gary on the e-mail distribution list for BOC business. Gary stated that he thinks it is critically important that we maintain SWD as it has been done in the past. Pepper asked Gary to try to attend the monthly BOC meetings and to familiarize himself with ongoing SWD business.

- b. Public Forum Date and Plan: It was recommended that a Public Forum be arranged in early fall 2019 when it is planned to start monthly billing in order to explain the billing process and procedures to all residents.

7. Checks & Vouchers: – Karen presented a payment voucher and Judy presented a transfer check for signature which will be submitted to the County. All documents were signed by Commissioners Putnam, Larison and Friess.

Adjourn: The meeting was adjourned at 9:55 a.m.

Respectfully submitted,
Judy Gamble
Office Assistant