

# SUNLAND WATER DISTRICT

## Board of Commissioners

Meeting of May 9, 2017

### MINUTES

#### Purpose

Regular Meeting

**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 and John Lewis

**Minutes:** The minutes of the April 11, 2017 Special Meeting were approved as presented.

#### **Financial Report:**

- a. **Financial Statements:** Karen Shay presented financial reports through 4/30/17. The YTD budget vs. actual costs in a few budget categories was discussed. Commissioner Putnam requested that the financial information regarding meter installation be included in future reports. Karen also provided a copy of the latest Employee Time-Off Report.
- b. **Invoice Cloud:** The costs in providing credit card and e-check payment capability was discussed as well as the estimate of how many residents would take advantage of such a program. It was decided to table this issue for now and to put it back on the BOC Agenda in August or September.
- c. **Online Bank Access for Karen:** More information is needed and will be discussed at the June meeting.
- d. **SLOA Billing:** In Judy's posting of meter information in Vision, it was discovered that SLOA has six installations and has only been billed for four in the Vision system. One of the missing billings is for the 135 Fairway office building. The other billing is for water service to the caretaker trailer on the RV lot which has a separate connection from that of the RV lot itself. Fred Smith recently mentioned to Mike that they were hiring a caretaker so the trailer will be occupied and using the water service. There was no explanation as to why SLOA has never been billed for these locations, but a notification will be sent to SLOA that they will be billed for water and sewer services starting July 1, 2017. Mike commented that Fred Smith had been informally advised that a bill would be forthcoming.

## **Manager's Report:**

District Manager Michael Langley presented his report and provided an update on meter/setter installations.

As recommended at the April BOC Meeting, Mike sent out a notification in the new issue of the SunLand Bulletin regarding our impending move to a new office and about back flow assembly requirements.

Commissioners were provided copies of the original 1971 and 1979 documents issued by the State with regard to water rights granted to the SunLand Water District.

Office staff are working with phone/internet providers to get an improved system at the new office. WAVE has made a presentation. Century Link will also be contacted.

## **Old Business:**

- a. New Office: Move date June 1st
  - i. Signage: Mike showed a photo of the new SunLand Water District 34 x 24 sign that will be out on Woodcock Road. Pepper suggested we consider a double-sided sign and Mike will investigate. No Smoking or Smoke Free Building signs were also discussed.
  - ii. Status Report: Mike reported that some corrections had to be made to the counter and cabinets in the front office. It was suggested by Commissioner Putnam that we consider putting a grill of some kind over the window in the entrance door for security reasons. Mike will look into it. Parking space was also discussed.
  - iii. SLOA Letter Regarding Vacancy: Mike will write a notification letter to SLOA that the SWD will be vacating the building before July 1, 2017.
  - iv. SunLand Golf & Country Club: Although we have been told informally that they are okay with it, we need to request SGCC to give the SWD a letter stating that they have no problem with SWD crossing their property as a drive-through at the new office.
  - v. New Address: Judy reported that the post office now has the address of the new office in their mail route records.
  
- b. Water Meters. Only 17 meters remain to be installed. The office staff had a successful test run of reading a small number of meters and succeeded in generating a Vision report. The process will be refined further and then a blanket read of all meters will be conducted. It has been arranged that after the move to the new building, Vision will come out and give a training session to the staff.

**New Business:**

- a. Clallam County PUD Energy Conservation Incentive – The PUD is offering an incentive of \$5,579.33 to the SWD for installation of power conserving efficient equipment at the Waste Water Treatment Plant. The Commissioners agreed that Mike should sign the agreement and submit to the PUD.
- b. Judy presented to the Board a request from a new homeowner in SunLand and the reasons why he should not have to pay a late charge posted to his account. Commissioners authorized that he be given a credit of \$25.00.
- c. Personnel – closed executive session

**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.

**Executive Session:** The Commissioners went into executive session from 10:30 to 10:45.

**Adjourn:** The meeting was adjourned at 10:45 a.m.

Respectfully submitted,  
Judy Gamble  
Office Assistant