

Board of Commissioners Meeting
April 9, 2013

I. The meeting was called to order at 9:00 a.m. by Pepper Putnam, President. In attendance were Albert Friess, Jim Larison, Mike Langley and Celeste Lilley.

II. The minutes of the March 7th meeting were approved.

III. The financial report was discussed and approved. Celeste stated that she and Commissioner Larison had a discussion about when SWD should begin drawing money from the Public Works Trust Fund loan. Approximately \$100,000 of reserve funds have been spent on upgrades to the sewage treatment plant since the loan was approved, most of which should qualify as matching funds. She will report related expenses monthly as the project progresses.

IV. The manager's report was reviewed and will be appended to these minutes.

A. The recent discovery of noxious weeds in the open space in SunLand North was discussed. Their Board has suggested that farming the land would help to control and eventually eradicate the weeds. They will be notified that potable water cannot be used for irrigation of the land, but that reclaimed water may be made available for use there.

B. The District incurred major expenses to repair a leak caused by tree roots growing around a six-inch pipe at the main sewage lift station off Cassalry Road. District personnel have already removed one tree, and several more will be removed as time permits. President Putnam suggested that The District hire a company with a stump grinder and that a root barrier be installed to prevent future infiltration. The emergency bypass, which had to be removed to facilitate repair, is scheduled for replacement next week.

V. Old Business

A. The contract with Lake Stevens Sewer District for the purchase of a surplus reclaimed water filter was signed. District personnel will begin preparing the equipment for transport within the next few weeks.

B. BHC Consultants will be asked to endorse a request for 2014 Trust Funds for the purchase of water meters and related software. Whether to charge customers outright to repay the loan or incorporate the costs into the rate structure has not yet been decided.

VI. New Business

A. Clallam County Conservation District has invited SunLand to participate in an irrigation systems mapping and efficiency study. Customers who volunteer will not be charged for this service, and may benefit by savings in future water costs as a result. Divisions with common irrigation systems will be included in the study.

B. Celeste reported that the Family Medical Leave Act (FMLA) final rule became effective on March 8th. It requires employers to allow up to 12 weeks exigency leave for care of a family member. It was agreed that the Employee Policy will be amended to incorporate District compliance with the rule. Employees may use accrued benefit leave or take time without pay at their discretion.

C. The recent Cyber-security alert from the Department of Homeland Security was discussed. SunLand Water District has no vulnerable access points to its operation via the internet. None of our water or sewer processes are electronically automated, and existing alarm mechanisms only "call out" via phone lines and do not control any functions. We have no known vulnerabilities to any cyber attack.

D. Celeste will be attending a seminar about the Affordable Care Act and its impact on employers on April 23rd in Tacoma.

E. The next meeting was scheduled for May 16th at 10:30 a.m. The June meeting will be held on the 4th at 9:00.

F. Mike reported that Straits Electric was assisting the District in the acquisition and installation of an emergency generator for the upper reservoir. Cost estimates and requirements should be available next week.

VII. Checks and vouchers were approved by signature.

VIII. The meeting adjourned at 10:04 a.m.

Respectfully submitted,

Albert Friess, Secretary