

# SunLand Water District

## Board of Commissioners Meeting of October 10, 2017

### MINUTES

#### Purpose

Regular Meeting

1. **Call to order.** 9:00 AM at 5762 Woodcock Road, Sequim, WA 98382
  - a. Attendees: Commissioners Larison, Putnam and Friess; Mike Langley, District Manager; Karen Shay, bookkeeper; Judy Gamble, office administrator, Gary Fortmann, Division 17 President and visitor, Mr. Joe Ogden
2. **Minutes:** the minutes of the regular meeting of September 12<sup>th</sup> and the budget meeting of September 20, 2017 were approved as presented.
3. **Financial Report:** Karen Shay presented the financial reports through September 30, 2017. It is possible that we may end the year under budget. Karen noted that a specific date has not as yet been set for the November audit.
4. **Manager's Report:** Mike Langley presented his report which is appended to and is a part of the official meeting minutes. Judy Gamble returned to work today and was welcomed back by everyone. Mike also noted that we have hired Rebecca Martineau to clean our office every two weeks.
5. **Old Business:**
  - a. **2018 Budget.** Karen Shay presented 2018 draft budgets showing a zero rate increase and a \$159 rate increase. Discussion ensued regarding the individual accounts and especially the higher-dollar items and how we might be more cost effective.
    - i. Jim Larison put forth a plan to use reserves for paying off the City of Sequim for the remainder of our contract for sludge hauling, thereby saving \$25,000 in interest. The plan will be under consideration and reviewed at the November Board meeting.
    - ii. The Board was unanimously in favor of a zero rate increase. Karen will re-do the budget with only the zero rate increase option and it will be presented at the November meeting for final approval.
    - iii. Providing an online bill paying option for residents was discussed and will be revisited at the November meeting.
    - iv. Our 2018 Budget is due to Clallam County on November 30<sup>th</sup>.
    - v. As previously discussed, investigation revealed that it will not be possible to provide employees with a "bonus" as this is contrary to State Law.
  - b. **Vision Usage and Planned Training.** Vision personnel will be conducting training with Karen and Judy in our office October 23 and 24<sup>th</sup>. Karen stated we are only two payments away from completely paying for all Vision modules currently under contract so termination of any modules at this point would not be logical.

- c. **New Office Status Report.** Hoch Construction and their subcontractors have been in the office correcting a few items on our “punch list.” There are still a couple of items to be done such as leaking hose bibs and threshold repair. Mike reported that we had requested bids from three fencing contractors and received no bids, so we will most likely be building the fences and gate ourselves as time permits. To improve the interior ambiance, the Board approved up to \$600 for decorative items.
- d. **Status of Meter/meter setter installation.** The last two meters and setters on multi-family dwellings have been installed. All that remain are a few single family connections, some of which may be hard to find the residence/District water connection.
- e. **Meter Reading/Data Processing** Will begin reading all meters shortly and ensuring data flows into the VISION software for reporting. Meter recording will be addressed with Vision during the training sessions October 23-24.

6. **New Business.**

- a. Mike Langley will be out of the office the week of October 16<sup>th</sup> in order to attend a Biosolids Training Conference in Portland.
- b. It was unanimously approved by the Commissioners to move the monthly meeting to the third Tuesday of the month in order to have available the latest financial information from the County.

7. **Checks and Vouchers.** None presented.

Meeting adjourned at 1:00 PM.

Respectfully submitted  
Judy Gamble  
Administrative Assistant