

SunLand Water District

Board of Commissioners Meeting of November 21, 2017

MINUTES

Purpose: Regular Meeting

1. **Call to order.** 9:00 AM at 5762 Woodcock Road, Sequim, WA 98382
Attendees: Commissioners Larison, Putnam and Friess; Mike Langley, District Manager; Karen Shay, bookkeeper; Judy Gamble, office administrator, Gary Fortmann, Commissioner-Elect and Division 17 President, and visitors, Jocelyn Gray, PE, from the Washington State Dept. of Health, Office of Drinking Water, SunLand resident Greg MacDonald and Southern View Estates resident, Julia LaMotte
2. **Minutes:** the minutes of the regular meeting of October 10, 2017 were approved as presented.
3. **Boil Water Order of October 27, 2017:** Mike Langley gave a summary of the timeline and events that took place on Friday, October 27th. At approximately 2 p.m. a work crew from Clallam County Roads Department tasked with replacing street signs throughout SunLand drove a post through the middle of a 6-inch water main on 11th Court and lower Hurricane Ridge Drive. SWD personnel responded immediately and had the damaged line exposed, repaired and the water service restored by 5 p.m. Although it was not believed that there was any contamination, at 6 p.m. an “advisory boil water notice” was emailed to all addresses on file and all homes in the vicinity of the break were notified in person, or a note left at the address. A boil water advisory is in effect until water samples can be verified to be free of contamination. An event such as this had never previously occurred in SunLand.

Because the SWD did not have email addresses for many of the +900 residents, not every home in SunLand was aware of the situation. On Monday morning, another main water line was breached by CC Road Department personnel. They were advised to cease replacement of the street signs in SunLand for the present time. The 2-inch line was immediately repaired by SWD personnel but water samples could not be taken to the laboratory for testing until Tuesday morning. On Wednesday, November 1st, we were notified that all five samples tested by the laboratory were clean and no contamination existed. A notice was again sent out via email and included many more addresses provided to the SWD office on Monday and Tuesday. Sandwich boards were placed at all entrances to SunLand with a WATER BOIL ORDER OVER sign.

The District is in the process of establishing a mechanism for communicating special announcements to customers and in updating email and phone contact information for all residents. Written procedures to follow in an emergency are being developed and will be kept in a brightly colored binder in the District Office. A concentrated effort will be made to get as much contact information from homeowners as possible

Discussion ensued regarding, not only water events but emergencies in general and how communication can be improved. It was suggested that an emergency committee be formed with a goal of developing procedures to follow should emergencies arise. Ms. LaMotte provided

a copy of the Emergency Response Planning Guide for Public Drinking Water Systems published by the WA State Department of Health. She volunteered to assist the committee.

Mr. Greg MacDonald presented information he had gathered from “One Call Now”, a broadcast messaging service which appears to be a cost-effective way to contact residents in an emergency. Greg made a similar presentation to the SLOA Board and they may be interested to team with the SWD and perhaps the Golf & Country Club to share the cost (about \$4.00 per house per year) of this service. The SWD will contact SLOA to determine their interest.

Jocelyn Gray spoke regarding the role of the Department of Health in the emergency situations. She said the Washington Water/Wastewater Agency Response Network (WAWARN) allows water and wastewater systems to receive rapid mutual aid and assistance from other systems during an emergency. She will send the District more information.

4. **Financial Report:** Karen Shay presented the financial reports through October 31, 2017 and announced that the State audit will take place on January 2, 2018.
5. **Manager’s Report:** Mike Langley presented his report which is appended to and is a part of the official meeting minutes.
 - a. New Office Status – a drive-through was created at the office to make it easier to get in and out.
 - b. Status of Meter/Meter Setter Installation – Two more meters have been installed on Hogans Vista.
 - c. Meter Reading/Data Processing – personnel will be reading water meters very soon and will continue for a year so we can interpret the data before the SWD actually starts billing by consumption. The meter reading interface with Vision was addressed during the on-site training at the SWD office on October 23 and 24.
 - d. Gary Fortmann asked Mike to find out what the burn rate was on the back-up generators for our water storage.
6. **Old Business:**
 - a. Discussion re paying off remainder of the Districts “participation fee” to the City of Sequim for receiving our sludge. It is estimated that paying off the amount owed of \$152,472.23 will save approximately \$25,000 in interest as well as sludge disposal costs by \$12,683 per year. It was decided to see the November financials before taking action. To get bills paid in the 2017 fiscal year, the deadline to submit vouchers is December 29th. It was noted that sludge re-negotiation with the City of Sequim will be costly as their rates have drastically risen for surrounding communities. There was discussion re transfer of water rights to Sequim in exchange for sludge disposal.
 - b. **2018 Budget.** Karen Shay presented the 2018 SWD Maintenance and Operations Budget in the form of Resolution No. 108. The budget reflects a zero rate increase. Pepper Putnam moved to approve the budget as presented. It was seconded by Al Friess and was passed unanimously by the Board.
 - c. **2018 Wages & Salaries.** The proposed wage and salary increases for SWD personnel were approved by the Board.

7. **New Business.**

- a. Long-Term Planning Introduction – Jim Larison distributed a document to be discussed at the December meeting.
 - b. 255 Taylor Blvd. Sewer Issue – The SWD recently became aware of a new home being built on a lot with no apparent sewer service line. Following a week of research, a plan was formulated to resolve this issue, to the great relief of the homeowner.
8. **Checks and Vouchers.** A voucher for vendor payments and a transfer check were submitted for signature by the Commissioners.

Meeting adjourned at 11:15 a.m.

Respectfully submitted
Judy Gamble
Administrative Assistant