

SunLand Water District

Board of Commissioners Meeting of March 13, 2018

MINUTES

Purpose: Regular Meeting

1. **Call to order.** 9:00 AM at 5762 Woodcock Road, Sequim, WA 98382
Attendees: Commissioners Larison, Friess, and Fortmann, Mike Langley, district manager, Judy Gamble, office administrator, and Kenneth Niblett, Division 17 representative (Note: Karen Shay on vacation)
2. **Minutes:** It was M/S/P to approve the minutes of the special meeting of February 27, 2018 as written. (Moved by A. Friess, seconded by Gary Fortmann). The minutes were signed by the commissioners.
3. **Financial Report:** Karen Shay
 - a. **Financial Statements** – Reports provided via e-mail by Karen Shay were reviewed.
 - b. **Reserve Fund Investment** – To be discussed the April 10th BOC Meeting.
4. **Manager's Report** – Mike Langley presented his report which is appended to and is a part of the official meeting minutes.
 - a. Static water levels in the groundwater wells remain unchanged and water production from both wells for 2017 was 83,953,804 gallons. That is three million gallons less than 2016.
 - b. Mike reported that the owner of the sprayfield leased property has notified us that the annual lease payment should be increased significantly. Mike Langley was authorized to negotiate with the owner with an opening offer of \$125.00 per acre.
 - c. The new F-750 Ford Truck Cab and Chassis has been purchased. The tank from the old truck will be removed and painted with a goal to be in service by March 23rd.
 - d. A fire hydrant in Division 17 East will be replaced and relocated in the next week or two.
 - e. Reservoir No. 2 repairs are completed and it is back on line.
 - f. Judy has received her Notary Certificate which Mike displayed.
5. **Old Business**
 - a. **Emergency Response Update** – Judy and Mike
We now have our own One Call Now account. SLOA can be added at any time in the future. Cost is \$820 for 10,000 messages plus a set-up fee of \$95 and \$725 for 10,000 calls. Judy is working diligently, as time permits, to update our Vision, Excel and Outlook databases with recent contact information provided by customers.
 - b. **Audit Compliance Update** – Mike Langley
Cheryl Friesen called and talked to Mike. She explained that her audit report went through the review process and some language had been changed by the review board and will appear in the final report. The new language is more severe than stated in the preliminary report with regard to the SWD's compliance with applicable laws and internal controls, most of which referred to audit years 2014 through 2016 and not present practices.

- c. Long Term Planning Discussion – Jim Larison noted the completion of some of the District's short-term goals such as purchase of the sludge truck, replacement of old fire hydrants and the restoration of the upper reservoir.
- d. First Full Meter Reading Completed – Mike Langley
The first full meter reading for all of SunLand has been completed. Discrepancies in meter reads are being investigated and several meters are being repaired and/or replaced. The next meter reading will be done during the first week of April.

6. New Business

- a. Consideration of Waiver of Late Fee due to confusion regarding the due date on annual invoice.
Colleen Blazier – a one-time only waiver of late fee is approved by Commissioners.
- b. Consideration of Waiver of Late Fee due to changes in bill-payer responsibility
Tatiana Pednekar – a one-time only waiver of late fee approved by Commissioners.
- c. WASWD Amicus Brief Contribution Consideration – The SWD received a message from the Washington Association of Sewer and Water Districts describing a court case (Crown West Realty v. Dept. of Ecology) concerned with unused municipal water rights. As municipal water rights could be negatively impacted, and unused water rights put at risk, they asked if we have an interest in joining a coalition of similar water districts in making a financial contribution to help WASWD file an Amicus Brief. The outline of the potential Amicus Brief was reviewed and Mike Langley was authorized to reply that the SunLand Water District is interested and will consider participation upon receipt of further information and an estimate of the cost share.

7. **Checks and Vouchers.** A voucher for vendor payments and a transfer check were submitted for signature by the Commissioners. The February payroll summary was also submitted for Commissioners' signatures. Jim Larison requested that payroll detail be attached to the payroll summary in the future.

8. **Future Meeting Schedule** – It was noted that the May meeting will be postponed to 9:00 a.m. on Tuesday, May 22, 2018 since both Gary and Jim will be out of town on May 8th.

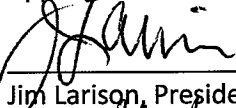
9. **Adjournment** – M/S/P to adjourn the meeting at 10:10 a.m. (moved by A. Friess and seconded by G. Fortmann).

Respectfully submitted


Judy Gamble

Office Administrator

Approved: 10th of April 2018.


Jim Larison, President


Albert Friess, Secretary


Gary E. Fortmann, Commissioner