

SunLand Water District

Board of Commissioners Meeting of April 10, 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, Karen Shay, bookkeeper, Judy Gamble, office administrator, and Kenneth Niblett, Division 17 representative
2. **Minutes:** It was M/S/P to approve the minutes of the meeting of March 13, 2018 (Moved by A. Friess, seconded by G. Fortmann) and it was M/S/P to approve the minutes of the special meeting of March 30, 2018 as written. (Moved by G. Fortmann and seconded by A. Friess.). The minutes were signed by the commissioners.
3. **Financial Report:** Karen Shay
 - a. **Financial Statements** – Reports provided by Karen Shay were reviewed.
 - b. **Employees Dependents Health Insurance.** **It was M/S/P to change the current medical coverage to include each employee and their family effective July 1, 2018.** (Moved by G. Fortmann, seconded by A. Friess.) Karen reported she was continuing to compare medical plans with the plan in use by the State of Washington to determine the best fit for the District employees. The Commissioners approved that Mike Langley can select a plan if the cost does not exceed the current budget. If the cost is over-budget, it must come back to the Commissioners for approval. Jim Larison and Gary Fortmann noted that they will be out of town for some portion of April and May (see below).
 - c. **IT Support** –Following up on previous discussion, Karen reported on the services and costs provided by purveyors of this service, including Vision, our utility software folks. There is no line item in our current budget for this service so the cost will be included in another related category for 2018. IT Support will have its own budget category next year. The new service would include setting up District e-mail addresses as XXX@swd.com instead of olypen.com. Karen and Judy to explore the e-mail format and make a recommendation at the next BOC meeting, or the meeting thereafter. Regarding the SWD website, Judy confirmed that the emergency numbers shown on the SWD website were up to date.
Realizing the importance of safeguarding District records, it was M/S/P to establish a system for off-site storage of SWD data. (Moved by G. Fortmann, seconded by A. Friess.)
4. **Manager's Report** – Mike Langley presented his report which is appended to and is a part of the official meeting minutes.
 - a. The new sludge truck has been fitted with the renovated tank removed from the old truck and is now in service hauling sludge to Sequim.

- b. Mike Cays is no longer employed at the Water Treatment Plant. Level III Operator, Willy Burbank, has returned to work for the SWD as well as former employee Pat Osborne.
- c. A fire hydrant in Division 17 East was successfully replaced and relocated.
- d. The second water meter read for all of SunLand has just been completed and the mapping of water meter box locations has begun.
- e. Judy and Karen continue to work to update contact information in our office as well as the One Call Now database.
- f. Mike shared some lessons learned at the Water/Wastewater Operator Workshop in Tacoma held last month. He will be attending an emergency preparedness workshop in Blaine on May 15 and 16.

5. Old Business

- a. Audit Compliance Update – Mike Langley and Karen Shay
Karen distributed a chart showing Audit Findings of recommended processes and procedures and the SWD's compliance update for each item indicating procedures and/or processes that have been implemented, those in work, and those yet to be started. This chart will be reviewed each month by the Board.
- b. WASWD Amicus Brief Contribution Consideration – As directed at the March meeting, Mike Langley has responded to the WASWD that the SWD would consider joining a coalition of water districts in making a financial contribution to help WASWD file an Amicus Brief in the matter of the court case concerning unused water rights and that SWD will consider participation upon receipt of further information and an estimate of the cost share. We have not received a response to date.
- c. Sprayfield Lease Payments Update – The SWD holds a lease in perpetuity for the land used for the Water Reclamation Facility and the sprayfield. The amount of the per-acre lease payment can be reviewed biennially (every two years) based on fair market rental value. The District has been requested by the lease holder to increase the amount and has indicated he would accept a \$25.00 per acre increase to a rate of \$100 per acre. **It was M/S/P to increase the lease payment to \$100 per acre. (Moved by G. Fortmann and seconded by A. Friess.)**
- d. Resolution 113 – Payment Policy – Accounts Receivable and Late Charges – Karen Shay
A revised payment policy and late charge policy/procedure to supersede Resolution 68-D was discussed and will be on the Agenda for approval at the May meeting.

6. New Business

- a. Investment of Reserve Funds – Karen reported she is still investigating where best to deposit the District's reserve funds and will report at the next BOC meeting.
- b. Consideration of Waiver of Late Fees
Jonathan Drake – a one-time only waiver of late fee is approved by Commissioners. Reason: New owners – bill was sent to mailing address provided by title company but was not forwarded so owners did not know when bill was due.
Robert Rhoads for Florence Rhoads – a one-time only waiver of late fees approved by Commissioners. Reason: He is taking over paying is mother's bills as she has been in an assisted living facility and has Alzheimer's. She made out the check and did not mail it. Mr. Rhoads discovered the check and has since paid for the entire year.

- c. Update of Employee Manual - Karen provided a draft of the updated Employee Manual which had not been revised since 2013. Suggestions were made and the revised manual will be on the Agenda at next month's BOC meeting for approval.
7. **Checks and Vouchers.** A voucher for vendor payments and a transfer check were submitted for signature by the Commissioners. The March payroll summary with detail was also submitted for Commissioners' signatures.
8. **Future Meeting Schedule – (Revised schedule!) The May BOC meeting will be postponed to Monday, May 14, 2018.** Jim Larison will be out of town April 22 to May 11. Gary Fortmann will be out of town May 19 through 30. Al Friess will be out of town April 25-28.
9. **Adjournment** – M/S/P to adjourn the meeting at 11:43 a.m. (moved by A. Friess and seconded by G. Fortmann).

Respectfully submitted

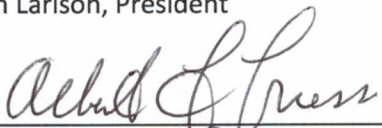


Judy Gamble
Office Administrator

Approved: 14th of May 2018.



Jim Larison, President



Albert Friess, Secretary



Gary F. Fortmann, Commissioner