

SunLand Water District

Board of Commissioners Meeting of May 14, 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 regular meeting of April 10, 2018 and the special meeting of April 30, 2018. (Moved by G. Fortmann, seconded by A. Friess). The minutes were signed by the commissioners.
3. **Financial Report:** Karen Shay
 - a. **Financial Statements** – Reports for April were presented and reviewed.
 - b. **Employees Dependents Health Insurance.** Karen reported that the State has approved SWD to participate in the State of Washington medical plan effective July 1st. A representative from the State WA State Health Care Program will be meeting with SWD employees on June 19th to answer any questions regarding coverage and helping with filling out enrollment forms. Spouses are welcome to come in and ask questions as well.
4. **Manager's Report** – Mike Langley presented his report which is appended to and is a part of the official meeting minutes. Highlights.....
 - a. The new sludge truck had to go back to dealer in Tacoma for a one-day visit on a recall item as local dealers/shops cannot do it.
 - b. Rich Sleeper is back with the SWD. Rich and Dutch are going to be cross-trained and certified in both water and wastewater to put the District in a better position for meeting all needs.
 - c. Karen and Gary Fortmann were recently given a tour of the Water Reclamation Facility. Division 17 representative, Ken Niblett, expressed an interest in having a tour and will be calling Willy Burbank to arrange a time.
 - d. Mike will be attending an emergency preparedness workshop in Blaine on May 15th.
 - e. Fire hydrant and main flushing has been completed for the year.
 - f. Scott has just completed the third water meter read for all of SunLand.
 - g. Dutch completed mapping meter locations and has returned the software package that we had been using on a trial basis. It was suggested that we obtain pricing on the software should we decide to buy a copy as we will be needing it for updates in the future.
 - h. The SWD has new email addresses – XXX@sunlandwater.com. The Commissioners requested that they be added to the sunlandwater.com group as "com1, com2, com3". Karen will see that they are added.
 - i. All trucks are sporting their new logos.
 - j. SWD personnel were trained in Industrial First Aid and CPR on May 11th.

- k. Reclaimed water filters – The main computer has a problem so backwash has to be done manually. In addition, the motor on the backup filter is not working. Willy has ordered a replacement motor for the backup system.
- l. The WRF (Water Reclamation Facility) is documenting what items were not appropriately maintained since the 2014 upgrade. It was recommended by the Commissioners that the WRF set up a written maintenance policy and maintenance schedule for all equipment.

5. Old Business


- a. Audit Compliance Update – Mike Langley and Karen Shay
There is nothing to report this month as Karen has focused on the One Call Now program. This chart will be reviewed each month by the Board.
- b. WASWD Amicus Brief – We have not received a response to date regarding the court case concerning water rights. The SWD has notified the WASWD that we would consider joining the coalition but we need more information and estimate of the cost share.
- c. Sprayfield Lease Payments Update – The lease holder has accepted SWD's offer to increase the amount paid annually on the land used for the Water Reclamation Facility and the sprayfield to a rate of \$100 per acre
- d. Resolution 113 – Payment Policy – Accounts Receivable and Late Charges – Karen Shay
The revised payment policy and late charge policy/procedure to supersede Resolution 68-D was discussed. The question arose regarding charging late fees on unpaid late charges. The Commissioners agreed that residents making payments that did not include accrued late charge may pay the late charge with the next payment, but if not included with that payment, an additional late charge would apply. Karen will update the Resolution and it will be on the Agenda for approval at the June meeting.
- e. Update of Employee Manual – Karen presented the latest update for approval. **It was M/S/P to approve the updated Employee Manual (moved by Al Friess and seconded by Gary Fortmann).**
- f. One Call Now Update – Karen has started partial testing of the emergency contact system.

6. New Business

- a. Consideration of Waiver of Late Fees - Judy
Gloria Virak – A one-time waiver of the late fee was approved by the Commissioners. Reason: Ms. Virak was out-of-town and paid upon her return. She has never been late with her payments.
Elvira Fusari – A one-time waiver of the late fee was approved by the Commissioners. Mrs. Fusari has recently moved to Bremerton to live with her daughter, Diana, and they have had problems with the mail being forwarded to the new address and did not receive SWD statements or notices
Dan & Candis Marchefka – A one-time waiver of the late fee was approved by the Commissioners. The payment was mailed on 4-24-18 but was mailed to SLOA's post office box instead of SWD's. We were not notified by SLOA until May 11th that they had a check for us.

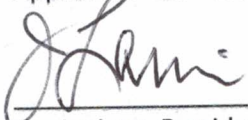
7. **Checks and Vouchers.** A voucher for vendor payments and a transfer check were submitted for signature by the Commissioners. The April payroll summary with detail was also submitted for Commissioners' signatures.
8. **Adjournment** – M/S/P to adjourn the meeting at 10:35 a.m. (moved by A. Friess and seconded by G. Fortmann).

Respectfully submitted

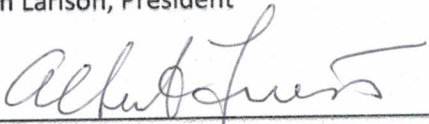


Judy Gamble
Office Administrator

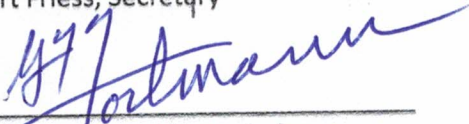
Approved: 12th of June 2018.



Jim Larison, President



Albert Friess, Secretary



Gary F. Fortmann, Commissioner