

SunLand Water District

Board of Commissioners Meeting of June 12, 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 May 14, 2018. **(Moved by A. Friess, seconded by G. Fortmann.)** The minutes were signed by the commissioners.
3. **Financial Report:** Karen Shay
 - a. **Financial Statements** – Reports for May were presented and reviewed.
4. **Manager's Report** – Mike Langley presented his report which is appended to and is a part of the official meeting minutes. Highlights include:
 - a. Our Board of Commissioners have new e-mail addresses, as follows:
Jim Larison – com1@sunlandwater.com; Al Friess – com2@sunlandwater.com and Gary Fortmann – com3@sunlandwater.co
 - b. Sheldon "Scott" Garner earned his Level III certification in Water Distribution System Management. The Board acknowledged that, according to SWD policy, Scott will receive a wage increase.
 - c. The SWD crew continues to work on the problem with the main computer for the reclaimed water filters at the WRF. Personnel have had to come in after hours to manually backwash the filter cloths. Willy has been working with the hardware and software folks to figure out how to resolve the problems. The primary system is 20 years old and the secondary is 12 years.
 - d. SWD personnel have made a few minor improvements to our new truck for operator safety. The old truck is being advertised for sale.
 - e. The fourth water meter read for all of SunLand has been completed.
 - f. Static water levels in the groundwater wells are dropping slightly as we enter the irrigation season.
 - g. SWD and Evergreen Rural Water Inc. will be conducting the second phase of smoke testing sewer lines in SunLand on June 13th.
 - h. SWD will partner up with WAWARN in a free membership for water purveyors in Washington to share contacts, equipment inventories, and personnel abilities for helping each other as needs arise.
 - i.
5. **Old Business**
 - a. **Monthly Audit Compliance Update** – Mike Langley and Karen Shay reviewed our audit compliance checklist as to what has been done and what still needs to be done.

- b. WASWD Amicus Brief – We have not received a response to date regarding the court case concerning water rights.
- c. 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 reviewed and discussed. A change was made from the first draft to state that one late fee of \$25 will be charged for each delinquency. If late fees are not paid in full when the next quarterly payment is due, a late fee of \$25 will accrue on unpaid late charges until account is brought to current status. **It was M/S/P to approve Resolution 113. (Moved by G. Fortmann and seconded by A. Friess.)**

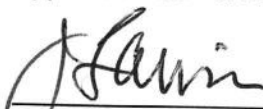
6. New Business

- a. Investment of Reserve Funds – The SWD has a reserve fund which is earning 1.7% interest at the present time. The amount of expected reserves at the close of 2018 is \$757,099.54. If we invest \$250,000 of this amount in a CD at 2.85% we will earn increased interest of \$2,875 (\$7,125 vs. \$4,250). **It was M/S/P to approve the investment of \$250,000 of the reserve fund in the higher interest rate CD, provided the money is insured and the early withdrawal penalty was not exorbitant. (Moved by A. Friess and seconded by G. Fortmann.)**
 - b. Consideration of Waiver of Late Fees - Judy
No requests for waiver have been received this month.
7. **Checks and Vouchers.** A voucher for vendor payments and a transfer check were submitted for signature by the Commissioners. The May payroll summary with detail was also submitted for Commissioners' signatures.
8. **Adjournment** – M/S/P to adjourn the meeting at 10:22 a.m. (moved by G. Fortmann and seconded by A. Friess).

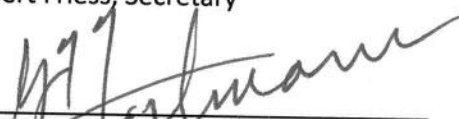
Respectfully submitted


Judy Gamble
Office Administrator

Approved: 10th of July 2018.


Jim Larison, President

Albert Friess, Secretary


Gary B. Fortmann, Commissioner