

SunLand Water District

Board of Commissioners Meeting of July 10, 2018

MINUTES

Purpose: Regular Meeting

1. **Call to order.** 9:003AM at 5762 Woodcock Road, Sequim, WA 98382
Attendees: Commissioners Larison and Fortmann, Mike Langley, district manager, Karen Shay, bookkeeper, Judy Gamble, office administrator, and Kenneth Niblett, Division 17 representative. (Commissioner Al Friess is on vacation.)
2. **Minutes:** It was **M/S/P to approve the minutes of the regular meeting of June 12, 2018. (Moved by J. Larison, seconded by G. Fortmann.)** The minutes were signed by the commissioners.
3. **Financial Report:** Karen Shay
 - a. **Financial Statements** – Reports for June 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. Herman Brothers have not been able to complete the brake repair on the old sludge truck which is being advertised for sale. **The Commissioners authorized Mike Langley to surplus the old truck in whatever manner possible in order to remove it from our books.**
 - b. Willy Burbank worked with Straits Electric personnel to set up temporary float controls for the reclaimed water system in order to reduce the amount of overtime required while we work with Aqua-Aerobics and our programmer to replace the failed computers.
 - c. We received a quote from Evolution Controls to upgrade and modernize the PLC and HMI components and associated software files for the two disc filter control panels located at the SunLand Water Reclamation Facility. The total project cost is \$41,910.00. It was noted that the SWD budget for this year included \$40,000 for replacement of the decanters. **After discussion and recognizing that an emergency situation exists regarding the control panels, it was M/S/P to reallocate the \$40,000 funding for the decanters to the PLC and HMI upgrade/modernization in order to restore full operational capability to the WRF. (Moved by G. Fortmann and seconded by J. Larison.)** It was noted that the \$1,910 in excess of this funding is within the district manager's spending authorization.
 - d. The fifth water meter read for all of SunLand has been completed. Scott used an electric assist bicycle to read the meters once again.
 - e. Static water levels in the groundwater wells are holding at their normal summer levels.
 - f. SWD and Evergreen Rural Water Inc. conducted the second phase of smoke testing sewer lines in SunLand on June 13th. A few problems were detected and are being addressed.
 - g. All SWD personnel are now on the Washington Employees health insurance program under the Public Employees Benefit Bureau (PBB).

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 received an invoice from the Washington Association of Sewer & Water Districts in the amount of \$907.14. This represents a total of \$9,978.50 divided amongst 11 participants to participate in the Crown West v. Ecology amicus brief (see Minutes of March 13, 2018). **It was M/SP to approve payment of the invoice. (Moved by Gary Fortmann and seconded by J. Larison.)**
- c. The purchase of the mapping program was discussed and it was decided that it not be cost effective to own the program now but we may reconsider at a later date. The cost is \$1600 for the first year initial start-up and \$400 per year thereafter.

6. New Business

- a. Fire-Damaged Properties – A letter was received from SunLand Homeowners Division 17 informing the SWD that Division 17 will no longer be paying the quarterly water and sewer invoices for 191 Cascadia Loop and 201 Cascadia Loop. They advise that future invoices should be directed to the owners of record. **The Commissioners instructed Judy to send invoices for third and fourth quarters to the owners.**
- b. Commissioner's Per Diem Rate Increase: It was noted that the State of Washington per diem rate for Commissioners to attend board meetings has been increased from \$90.00 to \$128.00. As the Commissioners passed a resolution concerning the last rate increase, an updated resolution with the new rate will be presented at the next meeting.


7. **Checks and Vouchers.** A voucher for vendor payments and a transfer check were submitted for signature by the Commissioners. The June payroll summary with detail was also submitted for Commissioners' signatures.

8. **Adjournment – M/S/P to adjourn the meeting at 10:54 a.m. (Moved by G. Fortmann and seconded by J. Larison.)**

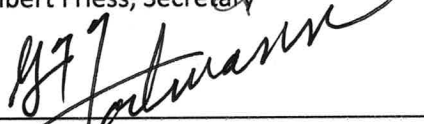
Respectfully submitted


Judy Gamble
Office Administrator

Approved: 10th of July 2018.


Jim Larison, President


Albert Friess, Secretary


Gary F. Fortmann, Commissioner