

# SunLand Water District

## Board of Commissioners Meeting of August 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 July 10, 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 July 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. The old sludge truck could not be sold and has been sent to the junk yard and it has been removed from our books.
  - b. Willy Burbank is working with Evolution Controls to replace the control computers for both reclaimed water filters.
  - c. The sixth water meter read for all of SunLand has been completed. The next read is planned for the first week in September.
  - d. Static water levels in the groundwater wells are holding at their normal summer levels.
  - e. Total water production this year from both sources through June is 35,502,885 gallons.
  - f. The Consumer Confidence Report was included in the SunLand Bulletin.
  - g. SWD and Evergreen Rural Water, Inc. conducted the third smoke test on the SunLand sewer system. One more test will be conducted in September to cover the remaining areas.
5. **Old Business**
  - a. **Monthly Audit Compliance Update** – Mike Langley and Karen Shay reviewed our audit compliance checklist. An inventory of small and attractive assets is complete for the office. A procedure needs to be written for tracking and safeguarding assets.
  - b. **Fire-Damaged Properties** – As Division 17 Homeowners Association will not be paying the fees any longer, the owners of 191 Cascadia Loop and 201 Cascadia Loop have been billed for 3<sup>rd</sup> and 4<sup>th</sup> quarters.
6. **New Business**
  - a. **Resolution 115.** In accordance with the State of Washington RCW Section 57.12.010, and effective 1 July 2018, it was **M/S/P to approve the state-recommended per diem rate for Commissioners in the amount of \$128.00 to be paid to Commissioners for attendance at the SunLand Water District Board of Commissioners' meetings. (Moved by G. Fortmann and seconded by A. Friess)**
  - b. **2019 Budget** – Karen Shay presented a first draft of the 2019 budget for review and discussion. The District has made every effort to keep the annual rate as low as possible while maintaining a level to support operation. The draft budget projects a necessary rate increase of 2.5% for 2019. Discussion to be continued at September meeting.


- c. Water Conservation Plan – (Ref. Resolution 65 dated 4/13/04). Resident Bobbie Piety requested a deviation from the District mandate for residents to water their yard every other day starting June 1 and extended through September 30 and for residences ending in even numbers to water only on even days and odd numbers on odd days. Ms. Piety wishes to water only on three specific days due to her gardener's schedule

In addition, after receiving the annual reminder from the District regarding the watering schedule, other residents have complained that having to water on odd/even dates means that watering controllers have to be reset constantly because some months have 30 days while others are 31 days.

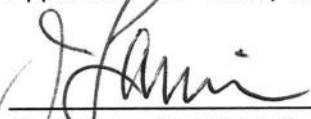
Due to this valuable input from residents, the Commissioners agreed to revise the policy and will remove the requirement to water on odd/even days but still restrict the watering to every other day from June 1 to September 30.

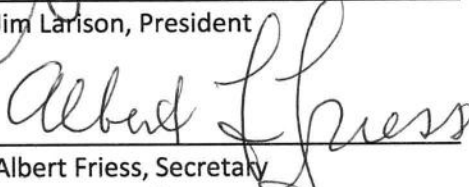
- d. Late Fee Waiver Requests – In consideration of extenuating circumstances, the Commissioners agreed to waive 3<sup>rd</sup> quarter late charges for residents Neal, Fridgen, Case, Holland, Jeffers and Leigh.
7. **Public Comment Period.** Ken Niblett from Division 17 commented regarding the District's reminder to residents that everyone with an underground sprinkler system needs to have a backflow prevention assembly installed and inspected annually. It was noted that the job of the SWD is to educate the public regarding this State requirement and to keep a record of inspection reports provided by the testing service. The Commissioners stated, when other District priorities are taken care of, we will be more proactive in checking on the installation and maintenance of backflow prevention devices throughout SunLand.
8. **Checks and Vouchers.** A voucher for vendor payments and a transfer check were submitted for signature by the Commissioners. The July payroll summary with detail was also submitted for Commissioners' signatures.
9. **Adjournment – M/S/P to adjourn the meeting at 11:23 a.m. (Moved by A. Friess and seconded by G. Fortmann.)**

Respectfully submitted

  
Judy Gamble  
Office Administrator

Approved: 10<sup>th</sup> of July 2018.

  
Jim Larison, President

  
Albert Friess, Secretary

  
Gary E. Fortmann, Commissioner