

SunLand Water District

Board of Commissioners Meeting of September 11, 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 August 14, 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 August 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. Willy Burbank continues to work with Evolution Controls to replace the control computers for both reclaimed water filters.
 - b. The seventh water meter read for all of SunLand has been completed. The next read is planned for the first week in October. We are looking at an electric bike to purchase to be used for future reads.
 - c. Static water levels in the groundwater wells are holding at their normal summer levels.
 - d. SWD and Evergreen Rural Water, Inc. will conduct the final smoke test on the SunLand sewer system on Wednesday, September 12th. Customers have been notified.
 - e. We have a new security fence and gate at the lower reservoir/barn compound.
 - f. A new alarm system for well number one and the upper reservoir has been received and will be installed by Correct Equipment when scheduling permits.
 - g. Dutch Williamson headed up the lead and copper testing this year. The samples have been taken and submitted to the lab.
 - h. SWD personnel are making repairs to a failed water service line in Division 7 which will be billed for our work.
5. **Old Business**
 - a. **Monthly Audit Compliance Update** – Karen Shay reviewed our audit compliance checklist. The only change was that Judy and Karen attended a webinar on August 21st regarding the Public Records Act. Jim Larison suggested that the Audit Report be re-read just to be sure we haven't missed anything that needs to be done.

- b. 2019 Budget – Karen Shay presented the second draft of 2019 budget for review and discussion. Several factors exist which make a rate increase in 2019 unavoidable. Factors include (1) fewer new home projected hook-ups, (2) a 3% cost-of-living employee salary increase, (3) improved health insurance for employees and coverage for families in order to remain competitive in the marketplace; and (4) probable replacement of machinery and equipment which are now beyond their useful life. The draft budget projects a necessary rate increase of 7.5% for 2019. Further discussion and finalization of the budget is scheduled for the October meeting
- c. Fire-Damaged Properties –The owners of 191 Cascadia Loop and 201 Cascadia Loop made their 3rd quarter water and sewer payments.

6. New Business

- a. Public Records Request Policy – The Public Records Act (PRA) establishes basic procedural requirements for responding to requests for information that each public agency must adopt. The SWD records requests for information and disposition. Judy Gamble is appointed as the SWD's Public Records Officer (PRO) and will work on a formal policy and procedure in accordance with MRSC guidelines for Board review at next month's meeting.
- b. Water Conservation Plan – **It was M/S/P to approve Resolution 116 restricting residential watering from June 1st to September 30th, to every other day. (Moved by Albert Friess and seconded by Gary Fortmann.)** Note: This resolution supersedes Resolution 65 which restricted watering on odd and even dates.
- c. Late Fee Waiver Requests – None submitted this month; however, there was a report and discussion regarding a SunLand Water District account where service had been terminated and locked out for non-payment since December 2017. The owner recently returned to the property, tampered with SWD lock-out equipment and turned the water back on with no communication with the district office. Repeated attempts by the SWD to reestablish lock-out devices have met with the same result. Going forward, the SWD will pursue whatever actions are legal and necessary to restore the integrity of the District's authority.
- d. Division 17 Request to Revise Billing – Mike presented a communication from Jim Jones, treasurer of Division 17 Homeowners Association wherein he requests that a recent billing for one-half year irrigation for 241/251 Mount Baker Drive be reduced to one-third of the year, as the sale of one home on the property took place in August and the other home is vacant. **It was M/SP to approve the revision of the invoice to bill for one-third of the annual rate. (Moved by Albert Friess and seconded by Gary Fortmann.)**
- e. Paid Family Medical Leave & Deferred Compensation Plan– Karen
 - (1) **Paid Family Medical Leave:** The State of Washington has passed a Paid Medical Family Leave Act. Starting in 2020, Washington will offer paid family and medical leave benefits to workers. The program will be funded by premiums paid by both

employees and employers, and will be administered by the Employment Security Department (ESD). Every employee must pay .04% of their salary into the plan. (As directed by the Legislature, premium assessment begins on Jan. 1, 2019 and benefits can be taken starting Jan. 1, 2020.) .


- (2) **Deferred Compensation Plan (DCP):** The Washington State Department of Retirement Systems (DRS) offers a voluntary Deferred Compensation Plan (DCP) wherein employees can choose to allocate, via salary deduction, part of their pre-tax income to investment options as a way to increase their savings at retirement. This issue will be put on next month's agenda for SWD Board consideration to participate in the DCP program.

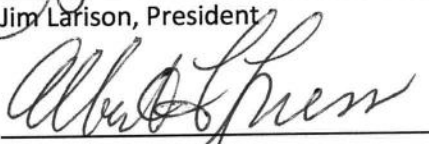
7. **Public Comment Period.** The District will now have a visitor sign-up sheet at every Board meeting with an option to present comments to the Board. Ken Niblett from Division 17 commented as follows: (1) a backhoe owned by a private party on Woodcock Road that was recently stolen, (2) clarification requested regarding future consumption billing, (3) confirmed that the SWD's emergency notification system (OneCallNow) is up and running, and (4) informed the Board that he will no longer be representing Division 17 at the District meetings. He has asked that a replacement representative be appointed by the District 17 board. The SWD Board of Commissioners and staff thanked Ken for his service and his input.
8. **Checks and Vouchers.** A voucher for vendor payments and a transfer check were submitted for signature by the Commissioners. The August payroll summary with detail was also submitted for Commissioners' signatures.
9. **Adjournment – M/S/P to adjourn the meeting at 10:48 a.m. (Moved by A. Friess and seconded by G. Fortmann.)**


Respectfully submitted


Judy Gamble
Office Administrator

Approved: 9th of October 2018.


Jim Larison, President


Albert Friess, Secretary


Gary F. Fortmann, Commissioner