

# SunLand Water District

## Board of Commissioners Meeting of November 13, 2018

### MINUTES

**Purpose:** Regular Meeting

1. **Call to order.** 9:03 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 representatives from Southern View Estates – Kirtland Smith, Julie Lamotte and Mary Wilson.
2. **Minutes:** It was **M/S/P to approve the minutes of the regular meeting of October 9, 2018.**  
**(Moved by G. Fortmann, seconded by A. Friess.)** The minutes were signed by the commissioners.
3. **SVE Representatives Re Water Rates:** Kirtland Smith, Julie Lamotte and Mary Wilson
  - a. Background: According to the amended agreement (paragraph 4) on July 22, 2011 between Southern View Estates and the SunLand Water District: *"The SVE project does not lie within the current SWD Municipal Corporate Boundary, however, Washington State Law (Chapter 57 RCW) allows Water Districts to serve both within and without their Corporate Boundary. Domestic water shall be provided by SWD to the property owners within SVE at a rate of 150% of that for customers lying within the corporate boundary of SWD. The rate charged for domestic water service may change from time to time as deemed necessary by the SWD Commission."*

Part of the rationale for charging 1.5 times the SunLand rate was that the customers inside SunLand have paid for the infrastructure to provide water services and those outside of SunLand did not. However, SVE expressed the opinion that there should be a point in time when this would no longer apply and the SVE rate should be the same as SunLand's rate. Mike Langley explained that there was no "sunset clause" in the agreement to allow for a change in the rate after a specified period of time. Mike also stated that his recent investigation verified that the surrounding local utility companies charge customers outside their normal service area (e.g., outside city limits) at least 150% over the regular rate.

SVE compared their community to SunLand Division 17 that pays the normal rate, but this development is very different in that it lies within the corporate boundary of SunLand and their residents also pay annual dues to the Sunland Owners Association as well as paying Division 17 homeowner's association dues. It was explained that within SunLand there are other similar HOA's such as Division 7, 15, and 16 that also pay dues to SLOA.

**Commissioner Friess asked the SVE representatives to prepare a written proposal for a new agreement between the SWD and SVE which the Board can consider at a future meeting.**

- b. Valve Issue – Make Langley informed the SVE group that there was an issue with some residents adding rock to roadside ditches and covering the isolation valves for water mains and fire hydrants. Mr. Smith said they would try to help SWD in locating the valves.
- c. Contact Information: SVE will provide SVE Board contact information to the SWD office.
- d. Backflow Prevention Device Mike Langley explained the SWD's responsibility to the State to maintain a copy of backflow prevention assembly annual inspection reports. Mike said he would be making a presentation to Division 7 on this subject this week.

4. **Financial Report:** Karen Shay

Reports for October were presented and reviewed. At the request of Commissioner Fortmann, Karen provided information regarding earnings on the CD accounts.

5. **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 cat walk for the floc tanks is under construction.
- b. A new sign is being built for the front of the SWD Water Reclamation Facility.
- c. The ninth water meter read for all of SunLand has been completed. The next read is planned for the first week in December.
- d. Static water levels in the groundwater wells rose slightly as typically occurs in the fall.
- e. Sewer smoke testing is now complete.
- f. Two new sewer connections have been approved.
- g. Dutch Williamson has passed the Department of Ecology exam for Wastewater Treatment Plant Operator.
- h. Gary Fortmann inquired how the search for a replacement backhoe was coming. Mike stated that the company who repairs this equipment is looking for a good used backhoe for us and Mike is monitoring government surplus and other websites. \$30,000 has been allocated in the 2019 budget for a replacement.

6. **Old Business**

- a. Monthly Audit Compliance Update – Karen Shay reviewed our audit compliance. On Tuesday, November 6<sup>th</sup>, Karen attended a Washington State BARS Roundtable in Bremerton which reviewed upcoming updates to BARS (Budgeting, Accounting and Reporting System).
- b. 2019 Budget - Resolution 118. Karen Shay presented the resolution to approve the SWD Operations and Maintenance Budget for 2019. **It was M/SP to approve Resolution 118 -2019 Budget. (Moved by Gary Fortmann, Seconded by Al Friess) Resolution 118 was signed.**
  - i. A \$1.00 pay raise was approved by the Commissioners for Donald Williamson in recognition of his attainment of certification as a Wastewater Treatment Plant Operator.
  - ii. A three percent cost-of-living pay increase for all SWD employees was approved by the commissioners. The pay increase will take effect January 1, 2019.

7. **New Business**

a. Employee Manual Revision/Signature – Karen Shay

Karen presented an updated employee manual for approval. The provision for reimbursement up to \$300 for work-related clothing for field personnel has been added. **The commissioners approved the change.**

b. Resolution 119 – Public Records Act Compliance Policy – Judy Gamble

Judy presented **Resolution 119** for approval. **It was M/SP to approve the policy (Moved by Gary Fortmann and seconded by Al Friess.)**

**In compliance with PRA policy, the Commissioners additionally approved the SWD rate schedule for “Open Public Records Act - Fees for Copying Costs”.**

c. Late Charge Issues – Judy Gamble

i. Request for Waiver: Residents Skinner & Lowe have requested a waiver of the late fee for their fourth quarter payment due to illness. Diane Fusari, caretaker for her mother, Elvira Fusari, requested a waiver due to a misunderstanding of when payments must be in the District Office. **The Commissioners approved all requested waivers.**

ii. Payments dropped off at SLOA office – Since the move of the SWD office, and our repeated notifications, some residents persist in dropping off their SWD payments at the SLOA office. This causes either SWD personnel to go to the SLOA office to pick them up, or the SLOA administrator, Ricki Bele, to bring them to our office. Two payments were dropped off at SLOA on October 31<sup>st</sup>. Instead of calling us, as she usually does, Ricki dropped them in the mail on November 1<sup>st</sup> and they did not arrive in our office until November 5<sup>th</sup>, thereby incurring a late charge. The Commissioners agreed to waive the late charge on the two payments for this time only, but they are to be notified that this will not be acceptable for future payments. A notice will be inserted with the annual invoice that payments are not considered received until they are delivered to the SWD office (not SLOA) before the delinquent date. Further, the Commissioners directed that a letter be sent to the President of SLOA requesting that his staff not accept SWD payments in the future and asking that a sign be posted on the SLOA drop box “NO SWD PAYMENTS”.

8. **Checks and Vouchers.** A voucher for vendor payments and a transfer check were submitted for signature by the Commissioners and signed. The October payroll summary with detail was also submitted for Commissioners’ signatures and signed.

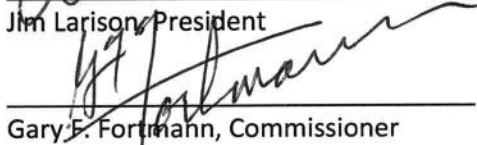
9. **Adjournment – M/S/P to adjourn the meeting at 10:42 a.m. (Moved by A. Friess and seconded by G. Fortmann.)**

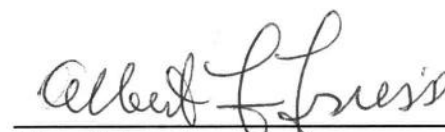
Respectfully submitted

\_\_\_\_\_  
Judy Gamble  
Office Administrator

Approved: 11th of December 2018.

  
\_\_\_\_\_  
Jim Larison, President

  
\_\_\_\_\_  
Gary F. Fortmann, Commissioner

  
\_\_\_\_\_  
Albert Friess, Secretary