

# SunLand Water District

## Board of Commissioners Meeting of December 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 representatives from Division 17, Al Frank
2. **Minutes:** It was M/S/P to approve the minutes of the regular meeting of November 13, 2018.  
(Moved by G. Fortmann, seconded by A. Friess.) The minutes were signed by the commissioners.
3. **Public Comment Period:** None
4. **Financial Report:** Karen Shay  
Reports for November were presented and reviewed. Regarding the line item in the budget for security, Mike Langley was asked to prepare a detail regarding the security measures that have been accomplished within the District.
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 has been completed.
  - b. Continue to watch for a new sign in the front of the SWD Water Reclamation Facility.
  - c. The tenth water meter read for all of SunLand is complete. The next read is planned for the first week in January.
  - d. Rich Sleeper is studying for a professional certification. When completed, he will be cross/trained and can operate both in the water end and the wastewater end of what we do in the District.
  - e. Static water levels in the groundwater wells are normal for winter.
  - f. Total water production this year, from both sources through November is 77,300,047. Last year's total production for the year was just less than 84 million gallons.
  - g. The last sewer connection in Division 17 has been completed.
  - h. Mike Langley participated in a WASWD workshop about the removal of pharmaceuticals and personal care products from the wastewater stream. If the District chooses to incorporate this additional level of treatment, the SWD Reclamation Facility may meet the requirements for financial assistance through the Department of Ecology for any operational modifications.
  - i. Mike and Scott gave Division 7 an overview of what needs to be done for their division to be in compliance with Washington State WAC's and the Cross Connection Control regulations.
  - j. Thanks to the SVE community for their assistance, the lost water main isolation valve boxes at Southern View Estates have been found and marked.
6. **Old Business**
  - a. **Monthly Audit Compliance Update** – Karen Shay reviewed our audit compliance. She has created an Audit Compliance Manual to include all areas called out in the audit earlier this year where we need improvement and will show SWD compliance with each item. Progress is reviewed monthly.

## 7. New Business

### a. SVE Water Rate Proposal – Mike Langley

As noted in the BOC meeting minutes of November 13, 2018, 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."*

The residents of Southern View Estates have requested that their yearly water rate be billed at the same water rate paid by SunLand residents and the SVE HOA has presented a proposal to the SWD requesting that the **"SWD commissioners amend the 2019 rate structure and water agreement to align the SVE users rate structure to the remainder of the SWD and continue to do so going forward."** Mike Langley has communicated with both the City of Sequim and the City of Port Angeles and verified that it is standard policy to charge residents outside of the purveyor's corporate boundary at the rate of 150% of the rate charged customers inside the corporate boundary. In consideration that SVE had previously agreed to the rate and in view that the rates charged by neighboring water districts align with the current SWD rate structure, **it was M/S/P by the SWD Board of Commissioners to not amend the current agreement with Southern View Estates. (Moved by Gary Fortmann, seconded by Al Friess.)**

### b. Resolution 120 – Policy for Delinquent Accounts, Liens and Foreclosures – Judy Gamble

In order to update the SWD payment policy to include liens and foreclosures, the previous policy given in Resolution 113 of 6/12/18 is now superseded and has been incorporated into new **Resolution 120** presented for approval. **It was M/S/P to approve Resolution 120. (Moved by G. Fortmann and seconded by A. Friess.)**

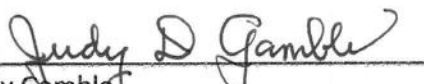
### c. Late Charge Issues – Judy Gamble

None this month

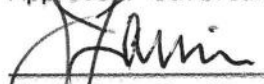
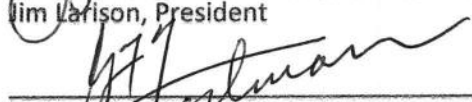
8. **Checks and Vouchers.** A voucher for vendor payments and a transfer check were submitted for signature by the Commissioners and signed. The November payroll summary with detail was also submitted for Commissioners' signatures and signed.

9. **Adjournment – M/S/P to adjourn the meeting at 10:23 a.m. (Moved by G. Fortmann and seconded by A. Friess.)**

Respectfully submitted

  
Judy Gamble  
Office Administrator

Approved: 8th of January 2019.

  
Jim Larison, President  
  
Gary E. Fortmann, Commissioner

  
Albert Friess, Secretary