

SunLand Water District

Board of Commissioners Meeting of February 19, 2019

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 District 17 representative, Al Frank
2. **Minutes:** It was M/S/P to approve the minutes of the regular meeting of January 8, 2018.
(Moved by G. Fortmann, seconded by J. Larison.) The minutes were signed by the commissioners.
3. **Public Comment Period:** Mr. Frank commented that during the recent snowstorm, residents were told they should conserve water. He asked if there was a procedure/policy whereby we let customers know what steps need to be taken such as conserving water in case of various emergencies that may occur. Although the SWD has an emergency procedure of actions to be taken when an emergency situation occurs, we do not as yet have a written procedure that we post or distribute to customers beforehand.
4. **Financial Report:** Karen Shay
Reports for January financials were presented and reviewed.
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 line floc tank/alum blockage problem has been cleared and the filtration system is back to normal operation.
 - b. The 12th water meter read for all of SunLand is complete and we continue to iron out wrinkles in the process.
 - c. Rich Sleeper has taken and passed the water operator exam. He will be taking a class later this month to prepare for the Level II Wastewater Treatment Plant Operator Certification Exam.
 - d. Static water levels in the groundwater wells continue to be normal for winter.
 - e. Total water production this year, from both sources for January was 2,435,322 gallons.
 - f. Mike Langley will be participating in another WASWD workshop about the removal of pharmaceuticals and personal care products from the wastewater stream but it has been postponed to May 17th.
 - g. SWD personnel are continuing to work on improvements to the water shop and barn.
 - h. SWD personnel continue to search for a replacement backhoe. The old we have was inherited from the developer and is far beyond its useful life.
 - i. SWD personnel are contacting customers whose water consumption has been significantly higher than the average for SunLand. Higher than average readings may be an indication of a water leak.
 - j. Judy and Karen participated in a professional ethics workshop webinar.

- k. Mike Langley has a binder with SLOA Bulletins dating back to the 1970's. Judy will ask SLOA if they want the binder.
- l. Willie Burbank wants to build a storage building to house equipment at the Water Treatment Facility. The only space where equipment can be stored now is next to plumbing with a high-chlorine content creating a caustic environment.

6. Old Business

- a. Rate Review – Jim Larison distributed information regarding the water and sewer rates in Sequim, who bills by consumption with different rates for different meter sizes, and the SunLand Water District's flat rate policy. It was decided an ad hoc committee should meet to develop a formal rate policy for possible future billing by consumption, as well as how the present flat rate policy is determined. The rate policy will be reviewed annually when setting the budget for the coming year. One Commissioner should be in attendance with District personnel. Commissioner Fortmann volunteered to represent the Board of Commissioners and the meeting will take place at the District Office on Tuesday, February 26, 2019, at 9:00 a.m.
- b. Audit Compliance Update – Mike Langley & Karen Shay
Finance Policy: Karen distributed Beacon Hill Water and Sewer Districts Finance Policy and requested input regarding which sections/items would be appropriate for the SWD and what items might be missing that should be included. Discussion was postponed to a future meeting.

7. New Business

- a. Request for Extension of Payment Due Date – Division 7. Judy Gamble. The 2019 invoice for Division 7 was not issued until January 15, 2019 as additional irrigation connections were added. The due date was February 15th, but the Division Board does not meet until 2/21 to approve payment so their treasurer, Dawn Kerns, has requested an extension of the due date to February 28th. **It was M/S/P to allow the extension of the due date for Division 7. (Moved by G. Fortmann, seconded by A. Friess)**
- b. Requests for Waiver of Late Fee: - The following requests were presented:
 - Jeanie Faulkner – lives in NY. Sent check on 1/22/19. It did not arrive until Feb. 12th torn in half by the USPS. Replacement check was received 2/14/19. Jeanie requests a waiver of the late fee. **Waiver approved.**
 - Bill Sanders – thought he had arranged payment on 12/15/18 through his money market account but for some reason it did not go through. He sent a check for the full year. Says this is first time in 20 years this has happened and requests a waiver. **Waiver approved.**
 - Brenda Owens – mother and SunLand resident, Mary Whittaker has passed away. She thought she had taken care of having all bills sent to her but did not inform SWD. She requests a waiver of the late fee. **Waiver approved.**
 - Seihee Nam was out of the country and instructed bank (she thought) to deliver payment no later than Feb. 1st. Upon return to US (they live in CT) he found the bank had mailed the check on Feb. 1st and we did not receive until 2/11 (full

year). Customer believes language difficulties may have confused the bank and requests a waiver of the late charge. **Waiver Approved.**

- c. Public Works Trust Fund - Jim Larison led discussion regarding future planning and how to fund future SWD infrastructure improvements. The WA State legislature created the Public Works Board in partnership with local governments to assist local governments in addressing local infrastructure needs through a dedicated local funding pool. It exists as a revolving loan program. The District has present loans we want to pay off by 2032.

There was general discussion regarding future planning for the next 12 years. One example is the possible development of an SWD Class A biosolids facility. If this is something the District wants to do, planning needs to start now to put money aside. The negotiated price with the City of Sequim will likely go up each year. The present contract expires December 31, 2031. This subject will be discussed further at the next meeting in March.

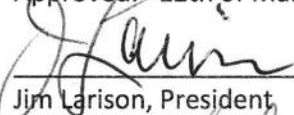
- 8. **Checks and Vouchers.** A voucher for vendor payments and a transfer check were submitted for signature by the Commissioners and signed. The December payroll summary with detail was also submitted for Commissioners' signatures and signed.
- 9. **Adjournment – M/S/P to adjourn the meeting at 10:52 a.m. (Moved by A. Friess and seconded by G. Fortmann.)**

Respectfully submitted

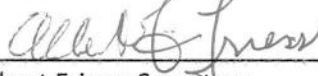


Judy Gamble
Office Administrator

Approved: 12th of March 2019.



Jim Larison, President



Albert Friess, Secretary



Gary F. Fortmann, Commissioner