

SunLand Water District

Board of Commissioners Meeting of April 9, 2019

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, Judy Gamble, office administrator, and Division 17 Representative, Teresa Frank, sitting in for Al Frank
2. **Minutes: It was M/S/P to approve the minutes of the regular meeting of March 12, 2019. (Moved by G. Fortmann, seconded by A. Friess.)** The minutes were signed by the commissioners.
3. **Public Comment Period** – N/A
4. **Financial Report:** Reports for March financials previously submitted by Karen 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 farmer that harvests hay from the spray field has plowed and reseeded a portion of the area.
 - b. SWD personnel are researching the long-term option of processing the waste solids to a Class A EQ level.
 - c. After attending a Lab Accreditation Class, Willy and Rich are in the process of determining what we need to do to bring our testing lab up to current requirements. It is estimated an expenditure of less than \$1000 in materials will be required.
 - d. SWD personnel have been making repairs to digester aerators at the WRF; Willy and Rich have been replacing the mixers in the floc tanks.
 - e. The 14th water meter read for all of SunLand is complete. The next meter read is scheduled for the first week in May.
 - f. Static water levels in the groundwater wells continue to be normal for winter; total water production for March, from both sources was 3,686,866 gallons, for a total winter production in 2019 of 9,463,580 gallons. Jim Larison would like to see a chart showing SWD water levels over the last 5 years. He offered to create the chart if Mike will provide him with the data.
 - g. Mike Langley will attend a WASWD workshop in Tukwila on May 17th concerning the removal of pharmaceuticals and personal care products from the wastewater stream. He also plans to attend Public Works Training in Silverdale on April 16, 2019.
 - h. The next MRSC webinar on Utility Fiscal Management will be on May 2nd from 11 to 12. Judy will register. The last webinar was attended by Judy, Mike, Jim and Gary. Gary Fortmann suggested we set up a large screen or TV monitor in the conference room to make it easier for everyone to participate. Mike will work out logistics.

- i. We have received a quote on a new backhoe for \$86K to \$100K, depending on options. We are hoping to find a used machine in good condition at a lesser price. SWD criteria is a cost less than \$50K and less than 4000 operating hours on the machine. Estimated cost is between \$45K and \$50K.
- j. Work to improve the water shop and barn continues, as time permits.
- k. SWD personnel are meeting with Steve Miller, a local Professional Engineer, to discuss long-term issues such as updating our Comprehensive Water Plan and also looking at upgrade options for the WRF.
- l. SWD personnel will be meeting with a local crane operator regarding the placement of the new lift station on Taylor Blvd. Costs involved were discussed.
- m. In researching costs for a new office printer/copier, Judy became aware of a Washington State Department of Enterprise Services program called the "Master Contracts Usage Agreement" where qualifying organizations can use WA State master contracts, providing considerable cost savings. Authorized organizations are given access to over 1500 vendors supplying goods and services. Further inquiries confirmed that the SWD was eligible. An application was made and the SWD was approved in short order. We are now able to save approximately \$500 on the purchase of the new Canon copier/printer with no monthly minimum per copy costs and may save money on future District acquisitions.
- n. The County has approved the final inspection of the District office building.
- o. SWD personnel responded to a low water pressure issue on Mendel Drive, made a new water connection on Madigan Road, and raised a sewer clean-out in Division 11.
- p. Both water reservoirs have been drained, cleaned and filled with water main flushing coming next and then isolation valve and fire hydrant exercising.
- q. Mike discussed providing our customers with a list of Emergency Preparedness recommendations using media of some kind such as refrigerator magnets, laminated sheets, etc. There are too many things on the list right now and it needs to be pared down. Discussion will continue.

6. Old Business

a. Audit Compliance Update – Mike Langley

As Karen is absent, the discussion of the draft Finance Policy distributed at the last meeting will be held over for discussion in May. Judy mentioned that she and Karen continue to work on office procedures.

b. Southern View Estates – Mike Langley

SVE Homeowners Association representatives continue to lobby for an annual water rate the same as SunLand. Per the original agreement between the developers of SVE and the SWD, customers within SVE which is outside the corporate boundaries of SunLand, will pay 150% of the water rate charged to SunLand residents. The original request of SVE was made at the Board's November 2018 meeting. The Board carefully considered the request and, on December 11, 2018, the Board voted not to change the present rate structure. This decision was communicated to the SVE HOA Board.

The latest email from SVE referenced a WA State Law 80.28.100 that prohibits discrimination in setting water rates; however, this law pertains to water companies,

not water districts. SWD is not a water company. The Commissioners' decision not to alter the SVE rate stands. Mike Langley was asked to respond to Mr. Kirtland Smith of SVE accordingly.

- c. Long-Term Planning Discussion re Capital Improvements – Discussion continued on long-range planning and looking into future costs and methods for handling biosolids disposal. At some point, we will want to take the issue to our rate payers to get their input for future planning. (*Note: July was previously set as a deadline for the Board to draft a Capital Improvement Budget and Long-Term Planning Policy that addresses an emergency reserve and a capital reserve.*)

7. New Business – N/A

8. **Checks and Vouchers.** A voucher for vendor payments was submitted for signature by the Commissioners and signed. The March payroll summary with detail was also submitted for Commissioners' signatures and signed.
9. **Adjournment – M/S/P to adjourn the meeting at 10:21 a.m. (Moved by G. Fortmann and seconded by A. Friess.)**

NEXT MEETING WILL TUESDAY, MAY 14, 2019

Respectfully submitted

Judy Gamble
Office Administrator

Approved: 14th of May 2019.

Jim Larison, President

Albert Friess, Secretary

Gary F. Fortmann, Commissioner