

# SunLand Water District

## Board of Commissioners Meeting of May 14, 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, Karen Shay, bookkeeper, Division 17 Representative, Al Frank, and SunLand resident, Bruce Golding
2. **Minutes:** It was M/S/P to approve the minutes of the regular meeting of April 9, 2019. (Moved by G. Fortmann, seconded by A. Friess.) The minutes were signed by the commissioners.
3. **Public Comment Period** – Resident Bruce Golding inquired as to the reasoning behind flat rate billing vs. consumption billing, how much of the annual charge goes towards system readiness and the cost per gallon produced, and how many gallons of water are produced by SWD wells. Jim Larison and Mike Langley replied. Jim Larison reviewed the fact that SunLand has always billed by flat rate. A few years ago, the State mandated meter installation but did not mandate billing by consumption. Meters have been installed throughout SunLand and personnel have been reading them monthly for the past 15 months. We have been working to refine that system, correcting errors in software, replacing faulty meters, and identifying and notifying residents of possible leaks. Unless the State mandates billing by consumption, it is the Board's intention to continue billing by flat rate but will review the rate policy when there is confidence that our meter reading process is accurate. Mike Langley stated that he did not know the cost per gallon, but the data was available. Mike responded that the amount set each year for the annual rate is decided 100% by weighing estimated expenses vs. estimated income. The total water production in SunLand for 2018 was 80,964,494 gallons.
4. **Financial Report:** Reports for April financials previously submitted by Karen were presented and reviewed. Karen also provided an SWD Reserve Fund CD Interest report showing the total interest earned this year on CD deposits with First Federal and East-West Bank.
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. Rich Sleeper attended a Wastewater Plant Operator Level II exam preparation class and will be taking the exam for that certification very soon.
  - b. Willy Burbank and the crew at the WRF are organizing all of the spare parts and will be incorporating that into a special cabinet dedicated for that purpose.
  - c. The 15th water meter read for all of SunLand is complete. The next meter read is scheduled for the first week in June.
  - d. Static water levels in the groundwater wells are dropping slightly as irrigation begins.

- e. Total water production in April of 2019 from both sources was 4,953,880 gallons, for a total water production of \$14,417,460.
- f. Mike Langley will participate in a WASWD workshop in Tukwila on May 17<sup>th</sup> concerning the removal of pharmaceuticals and personal care products from the wastewater stream.
- g. .SWD personnel have located and procured a replacement backhoe for the District which meets all the requirements of price and operating hours. The backhoe will be delivered on May 14, 2019. **It was M/SP to surplus the old backhoe "as is" with no liability to the SWD. (Moved by Gary Fortmann, seconded by Albert Friess.)**
- h. SWD personnel have finished installing the fence around the new office building and are making some repairs to the lower reservoir emergency generator room.
- i. Unaccounted for water consumption is at 10% for April. Karen Shay presented a Water Leakage Report showing the percentage of leakage from August through April. The average for the year is 15%.
- j. The Taylor lift station installer has been onsite to confirm that all the logistics are in place for the replacement of that equipment in late summer, or earlier, if possible.
- k. Water mainline flushing and fire hydrant exercising is complete for this year and personnel have been painting fire hydrants and isolation valve marker posts.
- l. Strait Electric has been servicing SWD emergency generators and electrical control panels.

A slide presentation was given by Dutch Williams which showed a trend in reduced water usage over the past several years. Dutch also showed slides of the valve inventory that has been completed and the Office/Water/WWTP asset inventory that has been completed to date.

## 6. Old Business

- a. Audit Compliance Update – Karen Shay  
Judy and Karen continue to work on writing up procedures as time permits.
- b. Southern View Estates – Mike Langley  
There has been no recent communication from the SVE Owner's Association.
- 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. Future improvements that may be required on the four lift stations and the need to estimate costs were also discussed. . Gary Fortmann stated he would convene the next meeting on rates before the 2020 budget process begins.
- d. Oravetz –The County Sheriff attempted to serve the court's judgment notice to Mr. Oravetz but, as no one would come to the door, the notice was left on the door. Mike Langley will meet with the attorney on Wednesday, May 15<sup>th</sup> to discuss next steps.

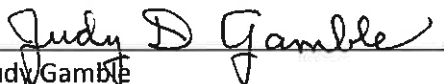
## 7. New Business – N/A

- a. Employee Manual – Resolution 121 – Karen Shay updated the Employee Manual to incorporate (3.3) the monthly pay schedule; (4.5) paid time off sharing; (8.5) mileage reimbursement for emergency call-ins and to add Section 9.0, Reimbursement Policy which has been in practice but never included in the manual. **It was M/S/P to approve Resolution 121, Employee Manual. (Moved by Albert Friess, seconded by Gary Fortmann.)**

- b. Amended Payment Policy – Resolution 120. Judy Gamble presented a re-wording of Section 3.04 (Shut-Off Notice) to the Payments, Delinquent Accounts, Liens and Foreclosure Policy. The amended wording better describes when water service would be terminated for non-payment. **It was M/S/P to approve the amended Section 3.04 of Resolution 120.** (Moved by Gary Fortmann and seconded by Albert Friess.)
8. **Request for Waiver of Late Charge** – Judy Gamble presented a request from new owner Terry McGrew to waive the late charge for second quarter. The title company did not inform the SWD that the home was sold and did not provide new owner information; therefore, the reminder to pay the second quarter payment was sent to the previous owner and did not reach Mr. McGrew until after the deadline for payment. He has since paid for services for the rest of the fiscal year. The Board agreed to waive the \$25.00 second quarter late charge fee.
9. **Checks and Vouchers.** A voucher for vendor payments was submitted for signature by the Commissioners and signed. The April payroll summary with detail was also submitted and signed.
10. **Adjournment** – M/S/P to adjourn the meeting at 10:10 a.m. (Moved by A. Friess and seconded by G. Fortmann)

**NEXT MEETING WILL TUESDAY, JUNE 11, 2019**

Respectfully submitted

  
Judy Gamble  
Office Administrator

Approved: 11th of June 2019.

  
Jim Larison, President

  
Albert Friess, Secretary

  
Gary F. Fortmann, Commissioner