

SunLand Water District

Board of Commissioners Meeting of June 11, 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
2. **Minutes: It was M/S/P to approve the minutes of the regular meeting of May 14, 2019. (Moved by G. Fortmann, seconded by A. Friess.)** The minutes were signed by the commissioners.
3. **Public Comment Period** – No comments.
4. **Financial Report:** Reports for May 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. SunLand Water District has a replacement backhoe. PAPE', Inc. has completed an initial overall service of the Case 590- Super M. The engine turbocharger required replacement at a cost of \$2000.
 - b. Straits Electric performed the annual check-up and service of emergency generators.
 - c. The crew at the WRF have been replacing filter cloths on the second reclaimed water filter and getting that unit totally operational.
 - d. The 16th water meter read for all of SunLand is complete. The next meter read is scheduled for the first week in July.
 - e. Static water levels in the groundwater wells are dropping slightly as irrigation begins.
 - f. Total water production in May of 2019 from both sources was 10,166,288 gallons, for a total water production of \$24,583,748 in 2019.
 - g. The WASWD workshop concerning the removal of pharmaceuticals and personal care products from the wastewater stream has been delayed until a future date.
 - h. Office fencing is complete, but the gate needs adjustment. The lower reservoir emergency generator house will be painted this week.
 - i. SWD personnel assisted in filling the SLOA swimming pool.
 - j. SWD personnel are gearing up for the replacement of the Taylor sewer lift station. Since sewer inflow cannot be stopped to that location, at least two sewer pump trucks need to be on hand to keep the lift station from flooding during excavation and reconstruction. This work should be completed in one full day.
 - k. Fire hydrants are being evaluated to determine the highest priority for replacement. The targeted hydrant will be excavated, removed and replaced. A second hydrant will undergo this process later in the year.
 - l. SWD personnel are continuing to paint fire hydrants and isolation valve marker posts throughout SunLand.

- m. Two additional water bacteria sampling stations have been ordered for installation this year, bringing the total of sampling stations to six.

6. Old Business

- a. Audit Compliance Update – Karen Shay

Finance Policy – After review by the Commissioners, it was **M/S/P to approve Finance Policy Resolution 122. (Moved by A. Friess and seconded by G. Fortmann.)**

It was suggested the Finance Policy be reviewed annually before the budget process. It was further recommended by Jim Larison that a written list of “Recurring Administrative Tasks” be created for procedures that need to be completed on a periodic basis.

7. New Business – N/A

- 8. **Request for Waiver of Late Charge** –There were no requests this month; however, Judy Gamble reported on the collection of payments for 2nd quarter and the six residents who had received shut-off notices. All but one has paid as of today. Mike Langley commented on a sewer connection for a new home that had been sold and in escrow without being inspected and approved by the District. The contractor had not notified the SWD that the sewer connection was complete and had backfilled the site in violation of the sewer permit signed by the owner and District policy. The title company has been informed of the situation and Mike will prepare a letter to notify the owner regarding possible action by the District.

- 9. **Checks and Vouchers.** A voucher for vendor payments was submitted for signature by the Commissioners and signed. The May payroll summary with detail was also submitted and signed.

- 10. **Adjournment – M/S/P to adjourn the meeting at 10:14 a.m. (Moved by A. Friess and seconded by G. Fortmann)**

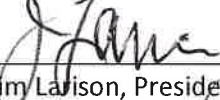
NEXT MEETING WILL TUESDAY, JULY 9, 2019

Respectfully submitted

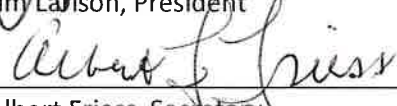


Judy Gamble
Office Administrator

Approved: 11th of June 2019.



Jim Larison, President



Albert Friess, Secretary



Gary F. Fortmann, Commissioner