

# SunLand Water District

## Board of Commissioners Meeting of July 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, Karen Shay, bookkeeper, Division 17 Representative, Al Frank
2. **Minutes: It was M/S/P to approve the minutes of the regular meeting of June 11, 2019.**  
**(Moved by G. Fortmann, seconded by A. Friess.)** The minutes were signed by the commissioners.
3. **Public Comment Period** – Al Frank inquired about the District’s emergency preparedness plan. Discussion ensued regarding what the District had done so far and future planning such as what methods could be used to put out information for actions to be taken by SunLand residents during emergency situations. Such occurrences and actions could be classified in stages of severity (i.e., Stage1, Stage 2, etc.) Mike Langley will review and bring an updated District emergency preparedness plan to the next Board meeting.
4. **Financial Report:** Reports for June and year-to-date 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. Richard Sleeper has passed his Level II Wastewater Treatment Plant Operator Exam.
  - b. The second cutting of the hay from the spray field has been completed.
  - c. Maintenance and repairs to the replacement backhoe have been complete and it is in good working order.
  - d. A used 12-inch bucket for digging around utilities and flower beds has been purchased for the replacement backhoe which only came with a 24-inch bucket.
  - e. The crew at the WRF is running all the reclaimed water through the second filter system now and the first filter system is receiving needed maintenance. They are also repairing a pump in the Pre-EQ Basin Pump House and an issue with a pump in the Class “A” reclaimed water pumping system.
  - f. The 17th water meter read for all of SunLand is complete. The next meter read is scheduled for the first week in August.
  - g. The water level in Well No. 1 is a foot lower than it was in January, while the level in Well No. 2 remained the same.
  - h. Total water production in June of 2019 from both sources was 11,358,280 gallons, for a total water production of \$35,942,028 gallons in 2019.
  - i. The lower reservoir barn gate has been repaired and the lower reservoir emergency generator house has been repaired and painted, thanks to Jay and Dutch.
  - j. SWD received as-built drawings for the sewer connection at 104 Northwestern Place.
  - k. Grundfos performed the annual maintenance on the pressure and control systems at both reservoirs.
  - l. A local farmer is interested in purchasing the old backhoe.
  - m. The compaction of a vacant lot on Hogan’s Vista was discussed. The District is aware that SLOA has been alerted of potential problems should there be future building activity at this location.

## 6. Old Business

- a. Audit Compliance Update – Karen Shay  
The need for a 6-year with a 20-year “look ahead” Budget Policy was discussed.
- b. Update on 3<sup>rd</sup> Quarter Receipt of Payments – 177 third quarter payments are yet to be received.
- c. Legal Report – Mike Langley reported that the party in question has not been in residence for a couple of months so SWD’s water service lock-out is still in place. If he should return and cut off the lock, as he has done in the past, we are to call our attorney who will make contact with law enforcement.

## 7. New Business

- a. 2020 Budget – Mike Langley and Karen Shay opened preliminary budget discussion and presented a draft of a 6-year budget plan. The goal is to have a finalized budget for the Commissioners to approve at the October Board Meeting. In late August, with a full 12 months of meter reading data to review, Commissioner Gary Fortmann will have a meeting to discuss rates for the coming year. As our new Canon printer has the capability, Karen was asked by Jim Larison to print out the preliminary budget on 11 x 17 paper to make it easier to read. Budget discussion will continue at the August meeting.
- b. Capital Reserve – Karen Shay presented the preliminary forecast for long-range planning. The reports summarized total capital expenditures over 21 years indicating how much should be budgeted annually to prepare for replacement of necessary assets. It was noted that some of the water mains in SunLand are nearly their 70-year life span and the replacement cost of a water main could exceed \$1 million per mile.

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


9. **Adjournment** – M/S/P to adjourn the meeting at 10:47 a.m. (Moved by A. Friess and seconded by G. Fortmann)

**NEXT MEETING WILL TUESDAY, AUGUST 13, 2019**

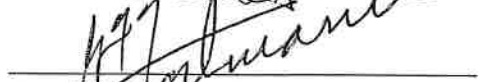
Respectfully submitted

  
Judy Gamble  
Office Administrator

Approved 13<sup>th</sup> of August 2019.

  
Jim Larison, President

  
Albert Friess, Secretary

  
Gary F. Fortmann, Commissioner