

# SunLand Water District

## Board of Commissioners Meeting of August 13, 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 July 9, 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 July 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. Personnel at the WRF (Willy, Rich and Pat) have been fine-tuning the dewatering process to the point where the waste sludge is, at times, too thick to pump. The amount of sludge being hauled to Sequim for further processing has been reduced dramatically and has commensurately reduced the amount the District has paid the City of Sequim. Commissioners unanimously commended everyone involved.
  - b. Scott has used the new backhoe to tidy up gravel and dirt storage piles at the treatment plant.
  - c. The 18th water meter read for all of SunLand is complete. The next meter read is scheduled for the first week in October.
  - d. 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.
  - e. Total water production in June of 2019 from both sources was 12,848,369 gallons, for a total water production of \$48,790,397 gallons in 2019.
  - f. The lower reservoir barn gate has been repaired and works fine now. The lower reservoir emergency generator house has been repaired and painted, thanks to Jay and Dutch.
  - g. Matt, with Grundfos, performed the annual maintenance on the pressure and control systems at both reservoirs. We still have an issue with a false alarm coming from the pressure system at the lower reservoir, thereby causing personnel to respond to the alarm in the middle of night and incurring overtime pay. The Grundfos people are working to resolve the issue.
  - h. SWD personnel will be attending an AC pipe handling class in October.
  - i. Dutch has submitted nitrate, VOC and herbicide samples from both drinking water sources.
  - j. Mike attended a sparsely-attended Clallam County Emergency Preparedness meeting in Sequim on July 17<sup>th</sup>.
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 – Judy Gamble– Nine third quarter payments are yet to be received. Shut-off notices will be sent to unpaid accounts two weeks before the first of September.

When severely delinquent account holders want to restore service, the Board decided to amend Resolution 120, Payments, Delinquent Accounts and Foreclosure Policy to state that only a bank cashier's check will be accepted for payment before service will be restored. Judy will amend the subject document and present for Commissioners' approval at the next meeting.

- c. Legal Report – Mike Langley reported that the party in question has not returned to the home so SWD's water service lock-out is still in place and no water has been used. 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. The SWD placed a lien on the property some time ago.

## 7. New Business

- a. Drought – Mike Langley presented an overview of the moderate drought conditions existing in the area. SunLand, with its two wells, has plenty of water at the present time. The Commissioners discussed possible future scenarios which might impact the aquifer from which SWD draws water and what the District may do to prepare for such occurrences.
- b. Fund Balance and Reserve Policy – Karen Shay – postponed to the September Board Meeting.
- c. Capital Asset Policy – Karen Shay – postponed to the September Board Meeting.

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

- 9. **Adjournment – M/S/P to adjourn the meeting at 10:35 a.m. (Moved by A. Friess and seconded by G. Fortmann)**

**RATE MEETING – COMMISSIONER FORTMANN AND SWD PERSONNEL – AUGUST 19, 2019**

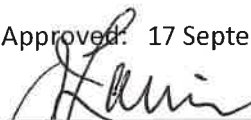
**BUDGET MEETING – 9 AM MONDAY AUGUST 26, 2019**

**NEXT BOARD MEETING WILL BE TUESDAY, SEPTEMBER 17, 2019**

Respectfully submitted

  
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Judy Gamble  
Office Administrator

Approved: 17 September 2019.

  
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Jim Larison, President

  
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Albert Friess, Secretary

  
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Gary F. Fortmann, Commissioner