

SunLand Water District

Board of Commissioners Meeting of September 17, 2019

MINUTES

Purpose: Regular Meeting

1. **Call to order.** 9:07 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

2. **Minutes:** It was M/S/P to approve the minutes of the regular meeting of August 13, 2019. (Moved by G. Fortmann, seconded by A. Friess.) . It was M/SP to approve the minutes of the Special Meeting of August 26, 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:** Karen Shay's 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 have completed the maintenance and repainting of the old reclaimed water filter. The newer filter has been running with no problems
 - b. The 18th water meter read for all of SunLand was completed in August. The next meter read (two months) is scheduled for the first week in October.
 - c. WRF personnel will be moving some of the pond liner anchors at the treatment plant that were installed in the wrong locations. Liner installers will come back and patch the liner after the anchors are moved.
 - 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 August of 2019 from both sources was 14,222,863 gallons, for a total water production of 63,013,260 gallons in 2019. Commissioner Jim Larison presented a graph showing Monthly Water Production and Cumulative Water Production for 2017, 2018 and 2019.
 - f. A new home is being constructed on Sunset Place. After an exhaustive search, it has been determined there is no water service to the lot. The SWD will need to tap the water mainline on the other side of the street and install a service. Application for a dig permit has been submitted to the County and estimates are being solicited from contractors to do the bore and possibly the tap as well.
 - g. SWD personnel will be attending an AC pipe handling class in October.
 - h. SWD personnel is working with Fred Smith of SLOA regarding the irrigation systems for the west entrance to SunLand.
 - i. Scott and Dutch have been helping customers resolve water pressure/volume issues on homes and/or irrigation systems.
 - j. Scott has been locating water lines for large portions of SunLand where the PUD intends to replace underground power lines.
 - k. Scott and Dutch are researching the replacement of four check valves for the pressure booster system at the lower reservoir.
 - l. The SWD has received estimates from Grundfos for the replacement of both pressure booster stations: \$100,000 for the upper station and \$150,000 for the lower station.

6. Old Business

- a. Audit Compliance Update – Karen Shay -
Two new policies and one amended policy is being presented today for approval (see New Business).
- b. Update on 3rd Quarter Receipt of Payments – Judy Gamble - All 3rd quarter payments were made. Four shut-off notices were mailed and posted, but all payments were made before the shut-off date.
- c. Legal Report – Mike Langley reported the status of the ongoing legal issue with a resident for non-payment and damage to SWD property. The Clallam County Sheriff has issued a citation to the resident and there will be a court hearing in the near future.
- d. Judy Gamble reported that the District has completed the PRA request from resident Vicki Colburn regarding payment history from July 2017 to the present.

7. New Business

- a. 2020 Budget Progress Report – There was a special meeting of the Board to discuss the 2020 budget on August 26th. Karen Shay presented updated budget materials for review discussion. A 3% increase in rate is anticipated. The new budget will be presented to the Board for approval at the October meeting.
 - b. **It was M/S/P to approve the following new and revised policies: (Moved by Gary Fortmann and seconded by Albert Friess):**
 - **Resolution 123 – Fund Balance and Reserve Policy**
 - **Resolution 124 – Capital Asset Policy**
 - **Resolution 120 – Amendment – Rates, Payments, Delinquent Accounts, Liens and Foreclosures**
8. **Checks and Vouchers.** A voucher for vendor payments was submitted for signature by the Commissioners and signed. The August payroll summary with detail was also submitted and signed.
9. **Announcement:** Commissioner Albert Friess announced that, due to health issues, he must resign as Commissioner for the SunLand Water District effective at the end of the calendar year. Since Albert has two years remaining on his term, the Board will need to appoint someone to serve on the Board until December 2021. Judy was asked to check with the County for the proper procedure. On behalf of the SWD, Jim Larison expressed regret for the circumstances prompting the resignation and gratitude for Al's years of service to the SunLand community.
10. **Adjournment – M/S/P to adjourn the meeting at 10:47 a.m. (Moved by A. Friess and seconded by G. Fortmann)**

NEXT BOARD MEETING WILL BE TUESDAY, OCTOBER 8, 2019

Respectfully submitted




Judy Gamble
Office Administrator

Approved: 8 October 2019.



Jim Larison, President



Albert Friess, Secretary



Gary E. Fortmann, Commissioner