

SunLand Water District

Board of Commissioners Meeting of October 8, 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, Teresa Frank for Division 17 and visitors from League of Women Voters Carrol Hull and Bonnie Glendenning
2. **Minutes:** It was M/S/P to approve the minutes of the regular meeting of September 17, 2019. (Moved by G. Fortmann, seconded by A. Friess.) . The minutes were signed by the commissioners.
3. **Public Comment Period – League of Women Voters** - Carrol Hull and Bonnie Glendenning presented Part One of a film series entitled “Who Owns the Water: From Source to Sea”. The film highlights the beauty and the dynamics of the Dungeness Watershed and the challenges for our community in exploring the many aspects of this critical resource. They expanded on the water management work being done by State and local organizations. The Board of Commissioners unanimously expressed their support for the program.
4. **Financial Report:** Karen Shay’s reports for September 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. Maintenance on the old reclaimed water filter has been completed. The new system is being cleaned. Testing will follow to be sure the options of running the filters in series or parallel are ready to go.
 - b. The 19th water meter read for all of SunLand was completed. The next two-month meter read is scheduled for the first week in December.
 - c. Some of the pond liner anchors at the treatment plant were moved and the holes have been patched.
 - d. There has been a number of comments about odors in the area. Folks are wondering if the odors are coming from the wastewater treatment plant. Most, if not all, of the odor source has been identified as low tide and the north wind. Occasionally a north wind late in the afternoon can bring odors from the treatment plant to parts of SunLand. Anyone with related concerns is always welcome to give Willy a call at the plant and arrange a visit to the facility.
 - e. Rich Sleeper, attended the annual Northwest Biosolids Conference at Blaine, WA. SWD personnel will be attending an AC Pipe handling class in October.
 - f. The water level in Well No. 1 is a 6 inches higher than it was in January, while the level in Well No. 2 remained the same.
 - g. Total water production in September of 2019 from both sources was 9,633,737 gallons, for a total water production of 72,646,997 gallons in 2019.
 - h. After an exhaustive search, SWD personnel were unable to find a water service to the lot at 199 Sunset Place. A dig permit was secured from the County and SWD personnel dug large pits on both side of the street to locate all the water, power, phone and TV lines. Excell Utilities bored a hole under the street and installed a conduit which we used to run a water line. Scott then tapped the water mainline and plumbed in the waterline. The meter setter for this lot will also provide us with an additional bacteria testing sample station. The SWD is now in the midst of restoration work at the site.

- i. Dutch has been trying to get a firm delivery date from the installer of the replacement lift station to be installed on Taylor Blvd. so that we can schedule other equipment for the project.
- j. Mr. Joe Davis with the Enduris Insurance Pool visited the SWD and went over our policy, inventory list and toured our facilities. He was impressed with our operations and the condition of our facilities.

6. Old Business

- a. Legal Report – Mike Langley reported there has been no further report from our attorney regarding the status of the ongoing legal issue with a resident for non-payment and damage to SWD property.

7. New Business

- a. **Resolution 125: Cross Connection Program – Backflow Prevention Policy.** It was M/SP to approve the Policy. (Moved by Gary Fortmann and seconded by Albert Friess):
- b. **Resolution 126: 2020 Maintenance and Operation Budget.** It was M/S/P to approve the budget as presented. (Moved by Gary Fortmann and seconded by Albert Friess):
- c. 2020 Employee Rate Change Approved by the Board as presented.
- d. Short Payment Approval Threshold – Customer payment checks are sometimes written for an incorrect amount. At the present time, Judy Gamble must request approval of the Board to accept a short payment of any amount, no matter how small, and to allow the customer to pay the shortage with the next quarterly payment. **It was M/S/P to allow the Office Administrator to approve short customer payments of \$5.00 or less to be paid the following quarter without requiring Board review.** (Moved by Gary Fortmann and seconded by Albert Friess). *Note: This procedure will be added to the policy on Rates, Payments, Delinquent Accounts, Liens and Foreclosures-when next amended.*
- e. Gary Fortmann thanked Judy Gamble for her quick action to address concerns raised at the last meeting regarding computer back-up issues. Judy learned that Vision IT backs up the servers to a local drive and to the backup service's cloud storage. All of the office, barn and WWTF computers are backed up to cloud storage nightly.

- 8. **Checks and Vouchers.** A voucher for vendor payments was submitted for signature by the Commissioners and signed. The September payroll summary with detail was also submitted and signed.
- 9. **Retirement:** As announced last month, Albert Friess has decided to retire as Commissioner of the SunLand Water District effective at the end of the year. The Board will be seeking a candidate to fulfill Al's term to the end of 2021.
- 10. **Adjournment – M/S/P to adjourn the meeting at 10:44 a.m. (Moved by G. Fortmann and seconded by A. Friess)**

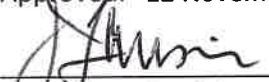
NEXT BOARD MEETING WILL BE TUESDAY, DECEMBER 10, 2019

Respectfully submitted

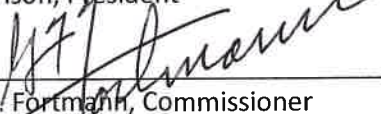


Judy Gamble
Office Administrator

Approved: 12 November 2019.



Jim Larison, President



Gary F. Fortmann, Commissioner



Albert Friess, Secretary