

# SunLand Water District

## Board of Commissioners Meeting of November 12, 2019

### MINUTES

**Purpose:** Regular Meeting

1. **Call to order.** 9:05 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, and Al Frank for Division 17
2. **Minutes: It was M/S/P to approve the minutes of the regular meeting of October 8, 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 October 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. The reclaimed water filter number two is now clean and ready to use
  - b. The Class "A" reclaimed water pump has been repaired.
  - c. Willy and Rich are completing some remodeling and reorganizing work at the WRF laboratory.
  - d. This is our month off for meter reading. The next water meter read is planned for the first week in December.
  - e. The water level in both wells is the same as it was in January of this year.
  - f. Total water production for September of 2019 from both sources was 7,252,088 gallons for a total production in 2019 of 79,899,085 gallons.
  - g. The Taylor Sewer Lift Station replacement went smoothly and was completed in one day. The City of Sequim staff performed very well in cleaning out the lift station prior to equipment removal and then moved to an upstream manhole to keep inflow from getting to the work site. Other outside team members helping to complete the task were Jason of Groves Crane, JT of Straits Electric, and representatives from Smith & Loveless. All members of the installation team did an outstanding job of communicating and coordinating with each other to make the job go smoothly and efficiently. We are working with the alarm supplier to get that system changed over and operational.
  - h. The 199 Sunset Place street bore/water and sewer connections are complete.
  - i. The SWD received an inquiry about a damaged sewer line in Division 17 East. The problem is between a 4" cleanout and the District's 6" cleanout. This places the issue outside the District's responsibility.
  - j. For future budget planning, for protection of the Taylor Lift Station, approximately \$60,000 will be needed to procure an emergency generator and automatic transfer switch.

**6. Old Business**

a. Legal Report –

- There has been another request from the party on Cascadia Loop. Judy responded to them and Mike Langley forwarded the request to the SWD's attorney.
- The SWD attorney is taking the next legal action available to the District regarding the ongoing non-payment issue with the resident on Sunland Drive.

b. Emergency Response – Mike Langley reported on the work Dutch Williamson has been doing to create a comprehensive Emergency Response Procedure Guide for the District.

**7. New Business**

a. Waiver of Late Charge Request: Judy Gamble presented a request from resident Mildred Tain, whose husband is recently deceased, to waive the late charge for 4<sup>th</sup> quarter. .

b. Request for Alternative Payment: Due to illness, resident Jon Kirshbaum requested approval to make a payment of \$175.00 in November and \$187.75 in December for 4<sup>th</sup> quarter services.

**M/S/P to approve both requests (moved by G. Fortmann and seconded by A. Friess)**

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 previously announced, Albert Friess has decided to retire as Commissioner of the SunLand Water District effective at the end of the year. Mr. Friess submitted his formal written resignation letter to be forwarded to the County. Board President Jim Larison announced a candidate has been identified to fulfill Al's term to the end of 2021.

10. **Adjournment – M/S/P to adjourn the meeting at 9:54 a.m. (Moved by G. Fortmann and seconded by A. Friess)**

**NEXT BOARD MEETING WILL BE TUESDAY, January 14, 2020**

Respectfully submitted




Judy Gamble  
Office Administrator

Approved: 10 December 2019.



Jim Larison, President



Gary R. Fortmann, Commissioner



Albert Friess, Secretary