

# SunLand Water District

## Board of Commissioners Meeting of December 10, 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, and Al Frank for Division 17
2. **Minutes:** It was M/S/P to approve the minutes of the regular meeting of November 12, 2019. (Moved by G. Fortmann, seconded by A. Friess.) . The minutes were signed by the commissioners.
3. **Public Comment Period:** Al Frank commented about the Clallam County Irrigation District's action of piping and covering the irrigation ditch where it passes through Division 17.
4. **Financial Report:** Karen Shay's reports for November 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. It was thought one of the aerators in the third digester at the WRF had frozen during the cold weather; however, following extraction, it was found not to be frozen but fouled by a metal identification tag which was removed and the aerator is working fine.
  - b. The dewatering pump for digesters 1 and 2 has failed and Willy has ordered a replacement.
  - c. Willy and Rich are continuing remodeling and reorganizing work at the WRF laboratory.
  - d. The crew at the WRF is working on a failed isolation valve for the SBR's.
  - e. Scott has completed the water meter reading. The next water meter read is planned for the first week in January to get a complete year of readings.
  - f. The water level in both wells is normal.
  - g. Total water production for November of 2019 from both sources was 6,722,200 gallons for a total production in 2019 of 86,621,285 gallons through November. The 2018 total production was 80,964,494.
  - h. The alarm system for the Taylor Sewer Lift Station has been installed, tested, and is functioning properly. The new lift station is working flawlessly so far.
  - i. City of Sequim personnel will be using their snorkel/vac truck to pump out the main lift station at SunLand.
  - j. SWD personnel have been locating District utility lines ahead of the Irrigation District's action of piping and covering the irrigation ditch where it passes through Division 17.

6. Old Business

a. Legal Report –

- Our attorney is sending a letter to the mortgage lender of the 100 Sunland Drive property requesting payment of the serious past due account by December 31,

7. New Business

- a. Emergency Response Plan– Mike Langley reviewed the draft Emergency Response Plan prepared by Dutch Williamson with the Commissioners and went over a few corrections to be inserted. The document will undergo further review.
- b. Appointment and Administration of the Oath of Office: Due to the retirement of Commissioner Albert Friess, it was **M/S/P to appoint Al Frank to fill the Commissioner No. 3 position term of office effective January 1, 2020 through December 31, 2021. (Moved by A. Friess and seconded by G. Fortmann.)** Judy Gamble, as a Washington State Notary, administered the oath of office.
- c. Resolution 127: It was **M/SP by the Board (moved by G. Fortmann and seconded by J. Larison) to approve Resolution 127 declaring appreciation of Albert Friess for his 10 years of service to the SunLand Water District.**

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

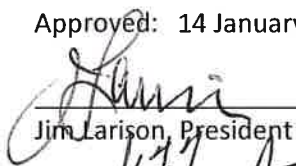
9. **Adjournment – M/S/P to adjourn the meeting at 10:35 a.m. (Moved by G. Fortmann and seconded by A. Friess)**

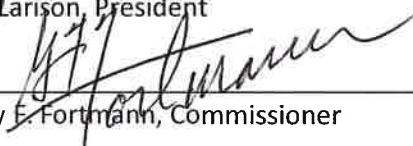
**NEXT BOARD MEETING WILL BE TUESDAY, January 14, 2020**

Respectfully submitted

  
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Judy Gamble  
Office Administrator

Approved: 14 January 2020

  
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Jim Larison, President

  
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Gary E. Fortmann, Commissioner

  
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Al Frank, Commissioner