

SunLand Water District

Board of Commissioners Meeting of January 14, 2020

MINUTES

Purpose: Regular Meeting

1. **Call to order.** 9:05 AM at 5762 Woodcock Road, Sequim, WA 98382
Attendees: Commissioners Larison, Fortmann and Frank, 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 December 10, 2019. (Moved by G. Fortmann, seconded by A. Frank.) . The minutes were signed by the commissioners.
3. **Public Comment Period:** N/A - No visitors present.
4. **Financial Report:** Karen Shay's reports for December and year-end financials were presented and reviewed. Judy reported that 81% of SunLand residents have paid at least through first quarter.
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. Willy Burbank has been working with a software consultant to develop a SCADA System (*Supervisory Control and Data Acquisition*) in order to replace the out-of-date paper chart recorders at the WRF.
 - b. The old microscope and other outdated equipment are being replaced at the WRF.
 - c. Willy and Rich are continuing remodeling and reorganizing work at the WRF laboratory.
 - d. The crew at the WRF is evaluating options for replacing the air blowers for the SBR's (*Sequencing Batch Reactors*). These blowers provide the extra air needed by the bugs that consume the waste.
 - e. Scott has completed the water meter reading. The next water meter read is planned for the first week in March.
 - f. The water level in both wells is normal.
 - g. The total water production figures for 2019 are awaiting testing of the production meters in order to determine if higher-than-normal readings the past few months are accurate or giving faulty information.
 - h. The battery bank for the emergency generator at the lower reservoir has failed and is being replaced.
 - i. SWD personnel have been winterizing everything to prepare for the forecasted deep freeze in our area.
 - j. City of Sequim equipment got stuck trying to get close to the main lift station for pumping, so this action will have to wait for a drier time.
 - k. NTI, the engineering firm who did much of the utility design work at SunLand, is going out of business. Mike visited their "vault" and salvaged boxes of files and many drawings which are now in the District Office.
 - l. Mike will be on vacation the week of January 20th.

6. Old Business

- a. Legal Report – Mike Langley
Our attorney sent a letter to the recorded mortgage lender of the 100 Sunland Drive property requesting they pay the seriously past due account by December 31st and add it to the owner's mortgage. The lender responded that the mortgage is now owned by another lender. A similar letter was sent to the new mortgagor with a response requested by January 31, 2020.
- b. Emergency Response Plan (ERP):- The plan continues to evolve. Mike Langley reported that Dutch is taking a look into how long the District could extend customer response time over and above the 24-hours in the draft plan. The feasibility and cost of installing storage tanks for fuel and/or propane at the WRF is also being researched. Al Frank requested that contact numbers for fuel providers be included in the SWD's Emergency Response Plan. Mike stated that the SWD should join the Washington State Warning Alert and Response Network (WARN) and this contact information also included in the SWD ERP. *(Note: NW WARN is essentially a large contact list that is organized in smaller lists determined by critical infrastructure sectors, political jurisdictions, and/or other relevant categorization. WAWARN is a Water/Wastewater Agency Response Network that is designed to provide a utility-to-utility response during an emergency.)*
- c. Audit Compliance Update – Karen Shay reported that the office staff continues to develop policies and procedures as time permits. It is an ongoing process. Karen is currently developing a Purchasing Policy.

7. New Business

- a. Election of Board Officers for 2020: **It was M/S/P to appoint Jim Larison as President of the Board for 2020. (Moved by G. Fortmann and seconded by A. Frank). It was M/SP to appoint Gary Fortmann as Secretary of the Board for 2020. (Moved by A. Frank and seconded by J. Larison.)**
- b. SWD Website Discussion: Jim Larison suggested improvements and updates in the SWD website. The goal is to provide as much information to the SunLand community as possible. Judy will coordinate. Review of the website content every quarter was suggested. The website topic will remain on the Agenda each month.
- c. Increase in Short Payment Approval Threshold: In October, the Board approved that office staff could allow residents making a quarterly short payment to make up the shortage with the next quarterly payment up to an amount of \$5.00. As some residents are paying the 2019 quarterly amount which falls short \$9.25, Judy asked for an increase in the approval threshold. **It was M/S/P to increase the office staff approval authority for short payments carrying over to the next quarter in the amount of \$25.00. (Moved by G. Fortmann and seconded by A. Frank.)**
- d. Office Petty Cash: The office presently does not have a petty cash box and several customers have recently been paying in cash, and most without the correct change, thereby creating a problem for office staff. Judy and Karen requested approval to create an office petty cash box not-to-exceed \$100. **It was M/SP by the Board (moved by G.**

Fortmann and seconded by A. Frank) to fund office petty cash in the amount of \$100.

The cash will be kept in a locked petty cash box in the District office.

e. Requests for Waiver of Late Charge or Alternative Payment Plans – Judy Gamble

presented the requests of three residents. After discussion, it was:

- **M/S/P to allow alternate payments for the first quarter as follows:**

- Jon Kirschbaum – to be paid in two payments
- Margaret & Bernadette Philbin - monthly payments
- Virginia Foulk (one month payment as house shortly will revert to the mortgage lender)

(Moved by G. Fortmann and seconded by A. Frank.)

- **It was M/SP to waive the 4th quarter late charge for Margaret and Bernadette Philbin. (Moved by A. Frank and seconded by G. Fortmann.)**

f. Drop Box: Due to customer complaints, there was discussion regarding revisiting the possibility of installing a payment drop box in front of the District office. Mike will do further research and the topic will be discussed in February.

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


9. **Adjournment** – M/S/P to adjourn the meeting at 10:52 a.m. (Moved by A. Frank and seconded by G. Fortmann.)

NEXT BOARD MEETING WILL BE TUESDAY, February 11, 2020

Respectfully submitted


Judy Gamble
Office Administrator

Approved: 11 February 2020


Jim Larison, President


Al Frank, Commissioner


Gary F. Fortmann, Secretary

(absent)