

SunLand Water District

Board of Commissioners Meeting of February 11, 2020

MINUTES


Purpose: Regular Meeting

1. **Call to order.** 9:00 AM at 5762 Woodcock Road, Sequim, WA 98382
Attendees: Commissioners Larison 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 January 14, 2020. (Moved by A. Frank, seconded by J. Larison.) The minutes were signed by the Commissioners.
3. **Public Comment Period:** N/A - No visitors present.
4. **Financial Report:** Karen Shay's reports for January were presented and reviewed.
5. **Manager's Report** – Mike Langley presented his oral report. Due to computer issues a written copy was not available but it will be provided and will be appended to the official meeting minutes. Highlights include:
 - a. Willy Burbank is working on the annual biosolids report to the Dept. of Ecology.
 - b. The WRF 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a software consultant to develop a SCADA System (*Supervisory Control and Data Acquisition*) in order to replace the out-of-date paper chart recorders at the WRF.
 - c. A new microscope has been purchased for the WRF. The new scope has a camera that can send scoped images to appear on the computer screen.
 - d. There is a weather station option that can be connected to cell phones on a link from their website.
 - e. Inflow at the WRF is 2-1/2 times normal.
 - f. Willy and Rich are in the process of taking inventory at the WRF laboratory.
 - g. The next water meter read is planned for the first week in March.
 - h. The water level in both wells is normal.
 - i. The staff are actively pursuing apparent discrepancy in water production levels. Production meters have been tested and appear not to be the problem.
 - j. The irrigation ditch piping is near water and sewer piping so the SWD is watching closely to make sure that the proper legal requirements are met where the piping crosses our water line to the plant as well as the sewer main to the plant.
 - k. Two new computers are in the office and upgraded to Windows 10.
 - l. We have the following surplus equipment which may be available for sale and may be advertised with WASWD and other State entities which have a use for them:
 - laptop
 - desktop PC
 - 2 monitors
 - old microscope

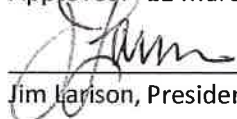
- b. Water Availability County Letter – Judy Gamble - The District provides to Clallam County verifying that the SWD is responsible for water and sewer services to all building units within the boundaries of the SunLand Water District. An updated letter was signed by Commissioners Larison and Frank and will be held for G. Fortmann's signature.
 - c. PRA/OPMA Washington State training requirements – Judy Gamble reviewed the State Law requiring Commissioners to complete the training on Public Records and Open Public Meetings. A copy of the certificates provided upon completion of training will be kept on file in the District office. Both A. Frank and G. Fortmann received the training at the Commissioners Workshop they attended. J. Larison will renew his certificate with online training.
 - d. Resolution #120 – Amendment to Policy Re Rates, Payments, Delinquent Accounts, Liens and Foreclosures. Judy presented the amendment which added two sections under 4.06 Late Charges, namely, 4.02.1 Short Payments and 4.02.2 Returned Check Fee. **It was M/S/P to approve the amendment. (Moved by A. Frank and seconded by J. Larison.)**
 - e. Requests for Waiver of Late Charge or Alternative Payment Plans – Judy Gamble presented the requests of five residents for a waiver of the late charge on their accounts for the first quarter payment. After discussion and review of payment history and extenuating circumstances, **it was M/S/P to allow a waiver of the late charge for the first quarter for residents Elko, Flavin, Tremlin, Budke and Bell. (Moved by A. Frank and seconded by J. Larison.)**
 - f. .
8. **Checks and Vouchers.** A voucher for vendor payments was submitted for signature by the Commissioners and signed. A transfer check and the January payroll summary with detail was also submitted and signed.
9. **Adjournment – M/S/P to adjourn the meeting at 10:47 a.m. (Moved by A. Frank and seconded by J. Larison.)**

NEXT BOARD MEETING WILL BE TUESDAY, March 10, 2020

Respectfully submitted


Judy Gamble
Office Administrator

Approved: 11 March 2020


Jim Larison, President


Al Frank, Commissioner

Gary F. Fortmann, Secretary