

SunLand Water District

Board of Commissioners Meeting of March 10, 2020

MINUTES

Purpose: Regular Meeting

1. **Call to order.** 9:01 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 February 11, 2020. (Moved by A. Frank, seconded by J. Larison.)** The minutes were signed by the Commissioners except G. Fortmann who was absent on February 11th.
3. **Public Comment Period:** N/A - No visitors present.
4. **Financial Report:** Karen Shay's reports for February were presented and reviewed. It was suggested to add the cost of replacing water meters be included in our budget planning.
5. **Manager's Report** – Mike Langley presented his report which will be appended to the official meeting minutes. Highlights include:
 - a. The WRF continues to work with Evolution Controls to develop a SCADA System (*Supervisory Control and Data Acquisition*) in order to replace the out-of-date paper chart recorders at the WRF.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 new microscope purchased for the WRF has a camera that can send scoped images to appear on the computer screen which can be shared and can send photos of what is being viewed.
 - c. Willy and Rich continue remodeling and reorganizing at the WRF laboratory.
 - d. Scott has completed the reading of meters the first week of March. The next water meter read is planned for the first week in May.
 - e. The crew at the WRF is evaluating options for replacing the air blowers for the SBR's. These blowers provide the extra air needed by the bugs consuming the waste.
 - f. The WRF team is replacing other lab equipment that has passed the end of their useful life.
 - g. Total water production numbers continue to baffle the staff as they continue to be much higher than expected. There are no obvious undetected leaks (i.e., standing water, etc.) in SunLand. Dutch and Jay have tested the meter on well #1 and it appears accurate. The meter on well #2 is a turbine and it can only slow down, giving us low production numbers, not high. At this point we are looking at a significant leak or water theft.
 - h. The battery bank for the emergency generator at the lower reservoir has been replaced and is functioning properly.
 - i. Judy's old computer is being repurposed for the WRF.
 - j. CA Homes is building on a lot behind the upper reservoir/well.

- k. Mike will be attending a Small Water Systems work group at the Clallam County Courthouse on April 30th.
- l. The subject of whether to implement a register/log of all keys issued to employees for access to SWD facilities was discussed at the February Board Meeting. Mike was asked to determine if such is necessary and report back at the next Board meeting in April.
- m. Jay Griffith will be retiring June 6, 2020. We are advertising for his replacement.
- n. Mike recommended that the District join WARN. At the moment, Clallam County PUD is the only other utility on the list in our area, but in cases of emergency, they have resources that could be of assistance to the SWD. **It was M/S/P for the District to become a member of the Mutual Aid and Assistance Agreement for Washington State for Intrastate Waste/Wastewater Agency Response Network (WARN). (Moved by G. Fortmann, seconded by A. Frank.)**

6. Old Business

- a. Legal Report – Mike Langley
 The Clallam County Sheriff called the SWD to request that Mike provide duplicates of the documentation given to them by Mike at the time the resident at 100 Sunland Drive. was cited by the Sheriff on September 3, 2019. The Prosecutor's Office has done nothing as yet and the resident continues to use water illegally. Mike took copies of everything previously provided to the Sequim Police Department and left the package in CC Sheriff's mailbox. He will follow up with the Sheriff to be sure they picked it up. It was suggested he do this via email so that there will be a written record.
 Our attorney has received no reply to the letter he sent to the mortgage lender of the 100 Sunland Drive property and has not yet provided us with an estimate of costs and the next steps in the foreclosure procedure, as requested by the District. The Commissioners requested that Mike make an appointment with our attorney to review the next steps which the SWD may take. At least one of the Commissioners will accompany Mike to the appointment with the attorney to discuss how we can move this along, either through the Sheriff or the courts.
- b. Emergency Response Plan (ERP)– The plan continues to evolve as Dutch moves to Phase II to incorporate SWD staff into the Plan. Commissioner Larison asked that the COVID-19 Virus situation be incorporated and reference be made to the COVID-19 Information binder available in the District Office.
- c. Audit Compliance Update – Karen Shay has provided the first draft of a "Public Works & Purchasing Policy" to Mike and Judy to review. Judy is working on an updated Water Meter Access and Landscaping Regulation" which will be reissued as a Policy.
- d. SWD Website Updates – Updates have been made to the website including posting of the Mission Statement. New photos for the "Gallery" page and photos of WRF and Water Technicians are in process. The website topic will remain on the Agenda each month to be sure the content is up to date.

7. New Business

COVID-19 Corona Virus – Mike Langley has prepared a binder containing information regarding the virus which is available for review. Reference to the COVID-19 binder will be included the District's Emergency Response Plan.

8. **Checks and Vouchers.** A voucher for vendor payments was submitted for signature by the Commissioners and signed. A transfer check and the February 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 A. Frank and seconded by G. Fortmann.)**

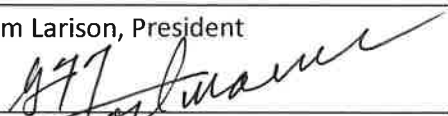
NEXT BOARD MEETING WILL BE TUESDAY, April 14, 2020

Respectfully submitted


Judy Gamble
Office Administrator

Approved: 14 April 2020

Jim Larison, President


Gary F. Fortmann, Secretary


Al Frank, Commissioner