

# SunLand Water District

Board of Commissioners  
Meeting of April 14, 2020

## MINUTES

**Purpose:** Regular Meeting

1. **Call to order.** 9:09 AM via teleconference  
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 March 10, 2020. (Moved by G. Fortmann, seconded by A. Frank.) Note: The minutes were signed later in the day by two Commissioners coming into the office at separate times.
3. **Public Comment Period:** N/A - No visitors attending.
4. **Financial Report:** Karen Shay's current reports – previously sent out via email - were presented and reviewed.
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with Evolution Controls to develop a SCADA System (*Supervisory Control and Data Acquisition*) in order to replace the out-of-date paper chart recorders at the WRF.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. Our heroes at the Water Reclamation Facility (WRF) are continuing to carry out daily monitoring, testing, and system adjustments to keep the digester “bugs” happy and the process is working to maximum performance. Thanks to Willy, Rich and Pat.
  - c. Willy and Rich continue remodeling and reorganizing at the WRF laboratory.
  - d. The next water meter read is planned for the first week in May.
  - e. Our water heroes continue to carry out daily monitoring, testing, repair and customer response activities as well as a wide range of other water and sewer tasks. Thanks to Scott and Dutch.
  - f. Scott and Dutch have been setting up a chlorination system for our two wells if the SWD should need to use that equipment. The State of Washington Department of Health does not think we will need to implement chlorination, but we will be prepared to do so if that status changes.
  - g. The total water production numbers continue to be significantly higher than a year ago.
  - h. Thanks to Judy and Karen who have done a fantastic job of keeping the administration end of the district running well while maintaining a strong communication link with customers.
  - i. Mike participated in an American Water Works Association webinar entitled “Legal Aspects of COVID-19 for Water Utilities”. Issues concerned: staffing, laboratory, sampling, supply chain, reporting delays, etc. “Force Majeure” was identified as an event arising from causes beyond the control of an entity or individual.

- j. SWD has increased its diesel fuel storage by another 100 gallons.
- k. Most training and professional meetings have gone to virtual experiences during the pandemic and it is unknown how long that may continue.
- l. Dutch worked with the Vision folks to replace a critical component of our Vision system server at the District office.

## 6. Old Business

- a. Legal Report – Mike Langley  
Mike Langley has had two telecon meetings with Attorney Jeff Davis of Bell and Davis. The formal foreclosure process has commenced on the property at 100 Sunland Drive and the attorney requires a retainer. Mr. Davis authored a document entitled “Resolution to the Clallam County Auditor on Amounts Owed by (resident’s name) and requests the official approval of the Board. **It was M/S/P to adopt new Resolution #131 – “Commissioners’ Resolution Certifying to the Clallam County Auditor Amounts Owed by (resident’s name)”.** (Moved by G. Fortmann and seconded by A. Frank.)
- b. Emergency Response Plan (ERP)– The plan continues to evolve.
- c. Audit Compliance Update – Karen Shay has provided the first draft of a “Public Works & Purchasing Policy” and it is being reviewed. Judy is working on an updated Water Meter Access and Landscaping Regulation” which will be reissued as a Policy. An updated Employee Manual is completed and will be put to a vote under New Business.
- d. SWD Website Updates – Every new Resolution or information regarding the COVID-19 pandemic vis a vis the operations of the SWD have been put on our website. Posting of Minutes, Manager’s Reports and pertinent information regarding Board meetings and District policies are updated promptly. New photos for the “Gallery” page and photos of WRF and Water Technicians are still in process. The website topic will remain on the Agenda each month to be sure the content is up to date.

## New Business

- a. COVID-19 Declaration of Emergency – On March 20, 2020, the Board of Commissioners approved and signed Resolution #130 entitled “A Resolution of the SunLand Water District to Establish a Policy to Deal with Emergencies”. In accordance with the policy, on March 24, 2020 Mike Langley declared the “SWD District Manager’s Declaration of Emergency – COVID-19”. Both documents are on the [www.sunlandwater.com](http://www.sunlandwater.com) website. In addition, on March 26<sup>th</sup> Mike sent out a special message to residents advising them of the status of the District.
- b. No shut-offs. Mike Langley – in keeping with State of Washington directives, on April 8, 2020 the District Manager issued the following notice to all residents with email addresses, and posted same on the website:  
*Due to the COVID-19 pandemic, the SWD will not take any actions to shut off water for nonpayment. Moreover, if any customer's finances are directly affected by the virus, all requests for an alternate payment schedule for 2nd quarter will be considered by the Board of Commissioners. Please send your request to [judy@sunlandwater.com](mailto:judy@sunlandwater.com)  
Thank you and stay safe. We will get through this together.*

The Board confirmed that they will continue to consider requests for alternate payment plans and waiver of late charges on a case-by-case basis.

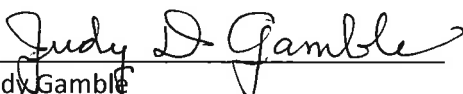
c. Resolution #121 Update to Employee Manual – Karen Shay

Karen previously emailed the updated document to all Commissioners. **It was M/SP to approve the SWD Employee Manual update effective April 14, 2020.) Moved by G. Fortmann and seconded by A. Frank.** (Note: two Commissioners came in to the office separately and signed the Resolution which is on file.)


7. **Checks and Vouchers.** A voucher for vendor payments was submitted for signature by the Commissioners. A transfer check and the March payroll summary with detail was also submitted. Two Commissioners came into the office separately and signed all documents presented to them
8. **Resident Request** - Judy Gamble presented a request for an alternative payment plan submitted by resident Catherine Ferri. She is trying to sell her Houston home and had been working there as a physician's assistant. She lost her job when she became ill with COVID-19-like systems. She sequestered herself at home in Houston but could not get tested. She is recovering, but financial circumstances prompted her to request she be allowed to pay the SWD on a monthly basis for 2<sup>nd</sup> Quarter. Unanimously approved by the Board. Judy will notify Ms. Ferri.
9. **Adjournment – M/S/P to adjourn the meeting at 9:54 a.m. (Moved by G. Fortmann and seconded by A. Frank.)**

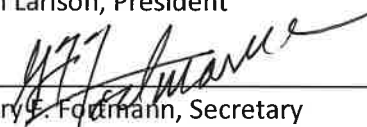
**NEXT BOARD MEETING WILL BE TUESDAY, May 12, 2020**

Respectfully submitted

  
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Judy Gamble  
Office Administrator

Approved: 12 May 2020

  
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Jim Larison, President

  
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Gary E. Fortmann, Secretary

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Al Frank, Commissioner