

# SunLand Water District

## Board of Commissioners Meeting of May 12, 2020

### MINUTES

**Purpose:** Regular Meeting

**1. Call to order.** 9:11 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 April 14, 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. Willy is continuing to work with Al Friedli at Evolution Controls to develop a SCADA system and replace the paper chart recorders at the WRF. We are looking forward to a presentation to staff and board this summer or fall.
- b. Our heroes at the WRF are continuing to carry out daily monitoring, testing, and system adjustments to keep the digester bugs happy, and the process working to maximum performance. Of late the bugs have been upset by the extra inflow from rainfall and more folks at home. The bugs do seem a bit less grumpy this week. This, along with an endless list of other tasks at the Water Reclamation Facility. Thanks to Willy, Rich and Pat.
- c. The Water Reclamation Facility (WRF) staff continue to carry out daily monitoring, testing, and system adjustments to improve the performance of the digester "bugs".
- d. The crew at the WRF is continuing to evaluate options for replacing the air blowers for the SBR's. These blowers provide the extra air needed by the bugs consuming the waste.
- e. Willy and Rich continue remodeling and reorganizing at the WRF laboratory.
- f. Scott completed the May meter reading. The data has not been analyzed as yet. The next water meter read is planned for the first week in July.
- g. Our water folks 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.

- h. A chlorination system for our two wells is ready to put into effect 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.
- i. The water level in both wells is normal, dropping slightly with the beginning of irrigation season upon us.
- j. Total water production numbers for March and April continue to be significantly higher than a year ago
- k. Judy and Karen continue to do a fantastic job of keeping the administration end of the district running like a fine Swiss watch while maintaining a strong communication link with customers.
- l. Testing of wastewater streams for Covid-19 is not being done by anyone in WA State, according to WASWD, although some engineering firms may be looking into it.
- m. Cloth masks have been procured from FEMA and are available at the WRF and the District Office.
- n. All District fire extinguishers have been recharged or replaced at both the District office and WRF.
- o. SWD just received a ten-page COVID-19 directive from the Department of Labor and Industries. Mike will digest this and incorporate it into daily operations.
- p. SWD consulted with the Washington State Department of Health as well as the Washington Association of Sewer and Water Districts regarding the possibility of testing the wastewater stream for COVID-19. WSDOH is not aware of any individuals or entities in the state that are implementing or considering this action. Although WASWD doesn't know of anyone actually doing this, they believe that a Northwest professional organization is investigating.
- q. The issue at the lower reservoir pressure system has reappeared. We are looking at equipment failure, poor connections, and "dirty power" as possible reasons in an effort to resolve the problem.
- r. SWD is operating with "everybody on all 24/7" basis. No holidays or vacation time off during this time.
- s. Due to the Covid-19 situation, efforts have been made to reduce the amount of contact between employees and others. Scott has volunteered to come in every day for system check and data logging, as well as first response actions and ongoing projects. This greatly reduces the risk of exposure between our few employees.

## 6. Old Business

### a. Legal Report – Mike Langley

The SWD has provided our attorney with more information he requested regarding the case. No further word from either the attorney or the County Prosecutor.

### b. Emergency Response Plan – Mike Langley

Dutch continues to work with Mike on writing specific guidelines for Phases 2 and 3 of the District's Plan.

**7. New Business**

Extension of Office Closure: Customers with email have been notified that the office closure will continue to at least May 31<sup>st</sup> in accordance with the Governor's directive. The updated notice has also been posted on the office door and on our website. Likewise, the SWD District Manager's Declaration of Emergency – COVID-19" has been updated on the website.

**8. Requests for Waiver of Late Fee – Judy Gamble**

Late charges have been applied to several accounts where payment was not received before the first of May. Two customers requested a waiver and provided their reasons. The Board approved a waiver for Gilbert Simon due to a bank error and a conditional waiver to Catherine Ferri.

**9. Checks and Vouchers.** A voucher for vendor payments was submitted for signature by the Commissioners. A transfer check and the April payroll summary with detail was also submitted. Two Commissioners came into the office separately and signed all documents presented to them

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

**NEXT BOARD MEETING WILL BE TUESDAY, June 9, 2020**

Respectfully submitted

  
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Judy Gamble  
Office Administrator

Approved: 9 June 2020

  
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Jim Larison, President

  
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Gary F. Fortmann, Secretary

  
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Al Frank, Commissioner