

SunLand Water District

Board of Commissioners Meeting of July 14, 2020

MINUTES

Purpose: Regular Meeting

1. **Call to order.** 9:00 AM at the District Office, 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 June 9, 2020.
(Moved by G. Fortmann, seconded by A. Frank.)
3. **Public Comment Period:** N/A per the Governor's Proclamation 20-28.4 - effective until termination of the COVID-19 State of Emergency or August 1, 2020.
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 lab at the WRF passed their performance evaluation.
 - b. Maintenance has been completed on all equipment at the WRF.
 - c. The first Corona-virus samples were sent off on June 10, 2020. All results from sampling and testing are being posted on the SWD website.
 - d. SWD has gone from two samples (influent/effluent) to one sample (influent) per week.
 - e. 105 tons of hay were harvested from the spray field.
 - f. Quarterly groundwater samples were submitted from the effluent spray field.
 - g. The next water meter read is planned for the first week in September.
 - h. Our new team member, Rocky Burbank, is doing the early morning rounds of all water wells and sewer lift stations.
 - i. The SWD is officially a member of the "Call Before You Dig" utility-locating organization.
 - j. The office is back open to the public with safe practices in place to prevent the spread of COVID-19.
 - k. Coliform bacteria samples are all negative for July.
 - l. Total water production numbers continue to appear high. SWD continues to search for leaks or other reasons for high production and we are looking into private entities in the State who have the necessary equipment to perform leak detection in similar circumstances.
 - m. Mike is looking into providing active shooter training for District employees.

6. Old Business

a. Legal Report – Mike Langley

Wells Fargo, the mortgage holder for the property involved in the foreclosure court case, has paid SWD for part of the outstanding debt including water and sewer service for the balance of the calendar year. It is not clear if payments of future water and sewer bills for this customer will be paid directly by Wells Fargo or the customer.

Several charges on the account such as lien and attorney's fees on the account were not part of the Wells Fargo settlement. Judy will work up a list of unpaid items and will request clarification from the SWD attorney

All of the court cases may not be resolved as yet.

b. Emergency Response Plan – Mike Langley

Mike will take over, or assign someone, to complete writing specific guidelines for Phases 2 and 3 of the District's Plan.

c. Website – All

The website has been updated and new information regarding COVID-19 has been posted. Individual employee photos of the water and WRF teams will be posted soon, as well as updated Gallery photos.

d. Resolution 132 – Access & Landscape Trim Policy – Judy Gamble

Judy presented the corrected Resolution. **It was M/S/P (moved by G. Fortmann and seconded by A. Frank) to approve the Resolution/Policy.**

7. New Business

a. Office Security Upgrade – Mike Langley. Bids are being obtained from ADT, Hi-Tech and Starlight Security to install cameras surrounding the Administration/Operations complex at 5762 Woodcock Road.

b. COVID-19 – SAMPLING & Customer Notification – Mike Langley/Jim Larison

The SunLand Water District continues to submit samples weekly to the Arizona State University testing lab. The weekly report is posted on the SWD website and residents are informed via email of the results. To date all tests for the past five weeks have come back as non-detectable for COVID-19. Alternative test facilities for samples are being considered.

c. COVID-19 Customer Support Program – Judy Gamble

As part of the Governor's Proclamation 20-23, the Governor has requested that all utilities have in place a written COVID-19 Customer Support Program that must be posted on the utility's website by August 1, 2020. **The Board of Commissioners approved the SWD Customer Support Program presented by Judy Gamble.** The program will immediately be posted on the SWD website and emailed to residents.

8. Requests for Waiver of Late Fee – Judy Gamble

- a. No requests were received this month. Per the Governor's Proclamation of a State of Emergency, all late charges are suspended until August 1, 2020, unless extended beyond this date by the Governor.

9. **Checks and Vouchers.** A voucher for vendor payments was submitted for signature by the Commissioners. A transfer check and the June payroll summary with detail was also submitted and signed.
10. **Adjournment – M/S/P to adjourn the meeting at 10:01 a.m. (Moved by G. Fortmann and seconded by A. Frank.)**

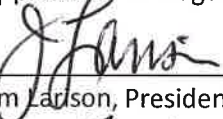
NEXT BOARD MEETING WILL BE TUESDAY, AUGUST 11, 2020

Respectfully submitted

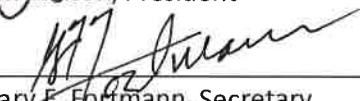


Judy Gamble
Office Administrator

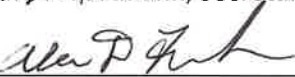
Approved: 11 August 2020



Jim Larson, President



Gary F. Fortmann, Secretary



Al Frank, Commissioner