

SunLand Water District

Board of Commissioners Meeting of August 11, 2020

MINUTES

Purpose: Regular Meeting

1. **Call to order.** 8:56 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 July 14, 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 September 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 WRF crew continues Corona Virus sampling with results displayed on the SWD website.
 - b. The annual maintenance of the air blowers has been completed.
 - c. The most recent harvest of hay from the spray field yielded 36 tons of bailed hay.
 - d. The crop analysis has been completed which tells us the nitrogen uptake of the hay.
 - e. The organic loading (BOD) has been high since March due to the "stay at home order", requiring more folks to be home for work, travels, etc.
 - f. Rich has hauled 11,200 gallons of sludge to Sequim.
 - g. The next water meter read is planned for the first week in September.
 - h. The water level in both wells is normal; down slightly with the irrigation season.
 - i. The SWD is receiving notifications from the "call-before-you-dig" center organization.
 - j. The office is back open to the public with safe practices in place to prevent the spread of COVID-19.
 - k. Total water production numbers continue to appear high. SWD continues to search for leaks or other reasons for high production.
 - l. The SWD has received three proposals for security upgrades the Administration/ Operation complex.
 - m. Straits Electric, Taurus Controls and Dykman Electronics, as well as SWD personnel, replaced the two variable frequency drive units for the water pressure system. Mike

completed an Emergency Purchase, Installation and Integration justification for this replacement project.

- n. A broken sewer line in the greenbelt south of Cassalry and Hurricane Ridge Drive as been repaired.
- o. Rocky has made improvements to the ventilation system at the lower reservoir.
- p. Rich is parking his travel trailer at the WRF as an additional security action.
- q. A bee hive was removed from the water box at 138 Hogans Vista.
- r. Scott is ordering rebuild kits for the flowmeters at both pressure booster stations.
- s. Mike attended active shooter training.

6. Old Business

a. COVID-19 – Sampling & Customer Notification – Mike Langley

COVID-19 lab reports received weekly are posted on the SWD website and an email is sent to residents with the results. The Board agreed to ordering more testing supplies needed in order to continue the sample collection.

b. Legal Report – Mike Langley

Several charges on the account in question, such as lien and attorney's fees and miscellaneous charges, were not part of the Wells Fargo settlement. Judy sent a letter to the SWD's attorney on July 28th with a detailed list of unpaid items and requested clarification. All of the court cases may not be resolved as yet.

c. 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.

d. Website – All

Board of Commissioners meeting minutes and the monthly Manager's Report are kept current and new information regarding COVID-19 testing and customer support is posted weekly. Individual employee photos of the water and WRF teams will be posted soon, as well as updated Gallery photos.

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7. New Business

a. 2021 Budget – Karen Shay

It was decided to hold a separate meeting to work on the 2021 Budget. The meeting will be held on Thursday, September 3, at 9 a.m. in the District office.

b. Office Security Upgrade – Mike Langley. Bids received from ADT, Hi-Tech and Starlight were reviewed. The security upgrade would cover installation of cameras surrounding the Administration/Operations complex at 5762 Woodcock Road. **It was M/S/P to authorize Mike to select the vendor he is comfortable with and to proceed with the upgrade. (Moved by G. Fortmann and seconded by A. Frank.)**

Note: Mike will ask the vendor of choice for a price on adding security for the WRF.

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 October 15, 2020, unless extended.

beyond this date by the Governor. All previous approved alternative payment schedules are being paid as agreed.

9. **Checks and Vouchers.** The July payroll summary with detail was submitted and signed by the Commissioners. A voucher for vendor payments and a transfer check will be ready for signature on Wednesday.
10. **Adjournment – M/S/P to adjourn the meeting at 10:28 a.m. (Moved by G. Fortmann and seconded by A. Frank.)**

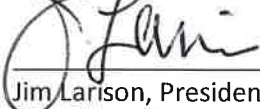
NEXT BOARD MEETING WILL BE FRIDAY, SEPTEMBER 18, 2020

Respectfully submitted



Judy Gamble
Office Administrator

Approved: 18 September 2020



Jim Larison, President



Gary F. Fortmann, Secretary



Al Frank, Commissioner