

SunLand Water District

Board of Commissioners Meeting of September 18, 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 August 11, 2020. (Moved by G. Fortmann, seconded by A. Frank.) It was M/SP to approve the minutes of the special budget meeting of September 3, 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 October 1, 2020.
4. **Financial Report:** Karen Shay's current reports – previously sent out via email - were presented and reviewed. It was requested that a policy with regard to SWD personnel use of SWD property be added to the District Employee Policy Manual.
5. **Manager's Report** – Mike Langley presented his report which will be appended to the official meeting minutes. Highlights include:
 - a. Willy and Rich have been compiling information on the construction of a new building to contain equipment large and small at the WRF.
 - b. Willy is making a sign identifying the SunLand WRF which will be placed just outside the gate. (It was suggested that an "authorized personnel only" or some such notice be put on the gate or added to the sign.)
 - c. The WRF crew continues Corona Virus sampling with results displayed on the SWD website.
 - d. The next meter read is planned for the first week in November.
 - e. Total water production numbers are somewhat lower but continue to appear high. SWD continues to search for leaks or other reasons for high production.
 - f. SWD personnel are making preparations to install additional emergency power generators at the Taylor and Cassalary sewer lift stations.
 - g. Hi Tech Electronics of Port Angeles has completed the installation of an upgraded security system at the district administration/operations complex.
 - h. The City of Sequim will be providing a vacuum truck and personnel to pump out the main sewer lift station wet well on Cassalary.
 - i. Seventh Wave Marine will be filtering and re-energizing the fuel in the emergency generators.

- j. A diesel mechanic from Pillar Creek Inc. will be evaluating the engine for the emergency generator at the upper reservoir.
- k. Rocky has made some long overdue improvements at the upper reservoir and pressure booster station.
- l. Scott & Rocky worked late repairing water service lines in the vicinity of 200 Cascadia Loop when tree roots broke the service lines.
- m. Protective bollards have been installed on Taylor in front of the new sewer lift station. (It was suggested that they be painted yellow with reflectors added.)

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.

b. Legal Report – Mike Langley

It was noted that there was again an unauthorized turn on of the water service at a residence with past history. Water had been turned off and locked in the owner's absence because of a leaking BPA which was creating a hazardous water leak in the street with complaints from neighbors. Notification was sent to the owner. Mike reported the owner apparently returned and, instead of repairing the leak and requesting the SWD to reinstate the water service, he presumably broke the lock and turned the water back on. There does not appear to be a leakage of water at the present time so either the BPA has been repaired or has been disconnected which is a violation of Washington code.

The Commissioners asked Mike to have a photo taken of the meter box. Water and sewer payments through the end of the year have been paid by the mortgage company but there are still unpaid charges and the larceny case is still unresolved. Judy mentioned she sent a letter to the SWD's attorney on July 28th with a detailed list of unpaid items and requested clarification but has had no response.

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

Individual employee photos of the water and WRF teams will be posted soon, as well as updated Gallery photos.

e. Continuation of 2021 Budget Review

Commissioners continued to review line items in the proposed budget. Commissioner Jim Larison did not feel the inflation factor built into the 2021 budget for the City of Sequim payment is necessary. Karen will remove. A decision regarding the proposed payroll percentage increase is pending a comparison of hourly wages paid for similar jobs in our area. Budget review will continue throughout the month with a goal of approving the budget at the October Board meeting.

7. New Business

a. Reserve Contingency Allocation:

Some large dollar items to be considered for replacement on this list were reviewed and different reserves for the District were discussed.

b. Future Personnel Planning

- District Manager Mike Langley will retire in May 2021. A manager with “hands-on” experience in the field is needed for this multi-faceted job.
- A replacement for Dutch Williamson on the water side is needed. There was a consensus that the District should advertise for a Water Distribution Manager Level II, or above, willing to cross-train in other areas. Additional certification as a Cross Connection Control Specialist would be a plus.
- Advertisement for both positions should take place as soon as possible.

8. Requests for Waiver of Late Fee – Judy Gamble

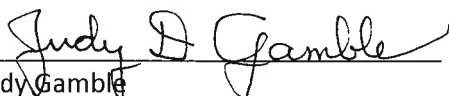
- a. No requests were received this month. Per the Governor’s Proclamation of a State of Emergency, all late charges are suspended until October 15, 2020, unless extended beyond this date by the Governor. All previous approved alternative payment schedules are being paid as agreed.

9. **Checks and Vouchers.** The August 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 10:48 a.m. (Moved by G. Fortmann and seconded by A. Frank.)**

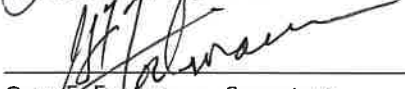
NEXT BOARD MEETING WILL BE FRIDAY, OCTOBER 13, 2020

Respectfully submitted


Judy Gamble
Office Administrator

Approved: 13 October 2020


Jim Larison, President


Gary F. Fortmann, Secretary


Al Frank, Commissioner