

# SunLand Water District

## Board of Commissioners Meeting of October 13, 2020

### MINUTES

**Purpose:** Regular Meeting

1. **Call to order.** 9:05 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 September 18, 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 November 1, 2020.
4. **Financial Report:** Karen Shay's current reports for 2020 – previously sent out via email - were presented and reviewed. Karen is working on developing a relational inventory database. She has a telephone call scheduled with Vision to see if they can accommodate our needs.
5. **Manager's Report** – Mike Langley presented his report which will be appended to the official meeting minutes. Highlights include:
  - a. Willy is making a sign identifying the SunLand WRF which will be placed just outside the gate.
  - b. The WRF crew continues Corona Virus sampling with results displayed on the SWD website.
  - c. The farmer has harvested 105 tons of silage and 36 tons of dry baled hay from the WRII spray field this year.
  - d. The WRF crew are using the new BOD incubator and scale in the laboratory.
  - e. Willy and Rich have replaced the SBR Decanter wear pads. Jim Larison took photos.
  - f. Steve Paulson of Olympic Sewer and Drain jetted out the sewer mainline on Fairway Drive. *(It was mentioned that this has to be done every so often because the sewer line in this area has a dip where sewage can back up over time. SWD personnel check this area every couple of weeks.)*
  - g. Both Rich and Rocky participated in a wastewater collection class.
  - h. The next meter read is planned for the first week in November.
  - i. Total water production numbers are somewhat lower but continue to appear high. SWD continues to search for leaks or other reasons for high production. Scott is investigating some irrigation that may not be metered. There was discussion regarding methods to detect water leaks.

- j. The City of Sequim provided a vac truck and personnel to pump out the main sewer lift station wet well on Cassalary. This task went very smoothly and Mike suggested we work with the City of Sequim to complete this task annually.
- k. Seventh Wave Marine filtered and re-energized the fuel in the emergency power generator at the upper reservoir.
- l. Ben Evridge of Pillar Creek Inc. is making some repairs to the diesel engine for the emergency generator at the upper reservoir.
- m. Rocky is finishing up long overdue improvements at the upper reservoir and pressure booster station.
- n. The protective bollards have been installed on Taylor in front of the new sewer lift station will be painted yellow with reflective tape.
- o. Judy has distributed the updated water and sewer connection tally.

## 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 will make a decision whether or not to continue testing in 2021 as part of the budget discussion.

### b. Legal Report – Mike Langley

It was noted that there was again an unauthorized reconnection of water service at a residence with past history of non-compliance. In the owner's absence, water had been turned off and locked at his residence because of a leaking BPA that created a hazardous water leak in the street with complaints from neighbors. Notification was sent to the owner. Mike reported the owner apparently returned at some time after the shut-off. 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 into the street at the present time. It has been reported that a trench has been dug from the source of the leak to the greenbelt area. Judy will check on how many gallons of water are being used and also notify SLOA to keep an eye on their greenbelt for excess water in that area.

Judy stated the SWD attorney responded in part to her letter of July 28<sup>th</sup> but not all answers were given with regarding to unpaid items amounting to over \$6000. She is preparing an email to the attorney requesting clarification of the remaining issues.

The Commissioners requested that we have SWD's attorney send a letter to Wells Fargo asking that they pay the 2021 water and sewer bill which will be invoiced to customers in mid-December.

### 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. New Hire Search – Mike Langley

SWD staff have all worked on refining a job description for the Water Distribution Operator position. The job will be posted on our website and will be sent to WASWD and others for advertisement today.

Mike is working on the description of the District Manager's position to be advertised as soon as possible; realizing the successful applicant may require relocation from outside of the Olympic Peninsula.

f. Continuation of 2021 Budget Review

Commissioners continued to review line items in the proposed budget. Budget review will continue throughout the month with approval of the budget at the November 10<sup>th</sup> Board meeting. The budget needs to be submitted to the County by November 30<sup>th</sup>.

## 7. New Business

a. SCADA Proposal Phase 1– Mike Langley

The proposal from Al Friedli of Evolution Controls was reviewed and discussed. The scope of the proposal primarily focuses on the SCADA (*Supervisory Control and Data Acquisition*) system infrastructure development and planning with the intent to implement a fully functional SCADA system for the Water Reclamation Facility (WRF) for Phase 2. Phase 3 will then include the PLC upgrade for the SBR panel and SBR system additions to the SCADA system along with any other potential requests for SCADA system modifications and enhancements. Phase 1 scope of work includes outlining the specific tasks involved with development and providing a fully functional SCADA system that will function as a central monitoring, alarming and data collection system for the WRF with capability to support potential future remote facility additions. Mr. Friedli will make a presentation in person to the Board of the preliminary SCADA application functionality. **It was M/S/P to accept the Evolution Controls proposal of October 2, 2020 in the amount of \$12,495 to proceed with "Phase 1- Preliminary Development and Presentation" to provide SCADA system services for the SWD Water Reclamation Facility. (Moved by G. Fortmann and seconded by A. Frank.)**

Note: As part of the conversation, cell phone service was discussed and the Commissioners agreed that the SWD district office and the WRF should have network extenders installed to provide better cell phone service in these areas.

## 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. All previous approved alternative payment schedules are being paid as agreed.

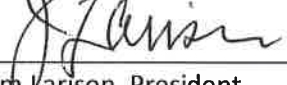
9. **Checks and Vouchers.** The September payroll summary with detail and a transfer check were submitted and signed by the Commissioners.
10. **Adjournment – M/S/P to adjourn the meeting at 10:52 a.m. (Moved by G. Fortmann and seconded by A. Frank.)**

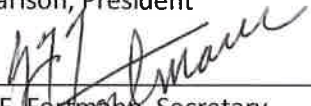
**NEXT BOARD MEETING WILL BE TUESDAY, NOVEMBER 10, 2020**

Respectfully submitted

  
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Judy Gamble  
Office Administrator

Approved: 10 November 2020

  
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Jim Larison, President

  
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Gary F. Fortmann, Secretary

  
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Al Frank, Commissioner