



# ***The Water Line***

**Volume 1**  
**Issue 2**  
**December 2020**

## **Semi-Annual Newsletter**

This is our 2nd newsletter! For those of you new to SunLand in the last six months, SunLand Water District (SWD) began sending a semi-annual newsletter to our customers in June, 2020. This is to honor our retired Commissioner Al Friess' charge to stay more connected to our customers.

In this newsletter, you'll find our 2021 rates, staff updates, details on our new process for annual budgeting, planned capital expenditures and other district information.



*SWD office on Woodcock Road*

## **COVID-19**

We have been sending SWD COVID-19 updates via email and updating our website with pertinent COVID-19 information related to water and wastewater districts.

If you are visiting our office, please wear a face mask if you are able. If you do not have a mask, we've provided some complimentary masks next to our front door.

Please refer to our website and our previous emails for additional information regarding COVID-19.  
[www.sunlandwater.com](http://www.sunlandwater.com)

### ***Reminder!***

*If you pay your bill via your bank autopay, this is a great time to update your payment schedule to 2021 rates. See Page 2 for our rate table.*

### **Contact Information**

5762 Woodcock Road  
Sequim, WA 98382  
[www.sunlandwater.com](http://www.sunlandwater.com)  
Office: 360-683-3905  
Email: [Judy@sunlandwater.com](mailto:Judy@sunlandwater.com)

### **Office Hours**

Monday—Friday 9 am—1 pm

### **SWD Board of Commissioners**

Jim Larison—President  
Gary Fortmann—Secretary  
Al Frank—Commissioner

### **SWD Staff**

#### **Management & Office Staff**

Mike Langley—District Manager  
Judy Gamble—Office Administrator  
and Accounts Receivable  
Karen Shay—Bookkeeper

#### **Water Team**

Scott Garner—Lead Water Operator  
Rocky Burbank—Building & Grounds  
Maintenance

#### **Water Reclamation Team**

Willy Burbank—Wastewater Treatment  
Plant Supervisor  
Rich Sleeper—Lead Wastewater Treat-  
ment Plant Operator  
Pat Osborne—Wastewater Treatment  
Plant Operator

# WATER / SEWER PAYMENTS

## 2021 Water / Sewer Rates

Customer	2021 Annual Rate	Quarterly Payments
Residential Water & Sewer	\$1,340.00	\$335.00
Commercial Water & Sewer	\$1,340.00	\$335.00
Commercial Water-Only	\$442.00	\$110.50
HOA Irrigation 2" meter*	\$484.00	\$121.00
HOA Irrigation 1" meter*	\$476.00	\$119.00
HOA Irrigation 5/8" & 3/4" meter*	\$464.00	\$116.00
Southern View Estates**	\$660.00	\$165.00

\*Division HOA irrigation, not residential irrigation.

\*\*SWD provides potable water to Southern View Estates outside the SunLand boundary.

## Payment Due Dates

SWD bills are mailed annually in December. You may pay your bill annually, semi-annually, or quarterly. If you are a quarterly payer, here's a reminder of the upcoming payment due dates.

Q1 2021 – Due January 1<sup>st</sup>, but you have until Monday, February 1st for your payment to be received in our office.

Q2 2020 – Due April 1<sup>st</sup>, but you have until Monday, May 3rd for your payment to be received in our office.

## Payment Options

Payments can be made via:

- USPS mail.
- Dropped off in person in our office.
- Set up payment to SWD via your bank's autopay system. Be sure they process and mail the check in time for us to receive it in the office by the due dates above. Remember to review your autopay annually for the current amount due from your bill.
- Credit card over the phone or in person through our Square credit card processor. Square credit card service charges 3.5% on the transaction amount + \$0.15 transaction fee for each credit card run, so please add that expense to your amount due if you want to pay via credit card. Call our office for the adjusted payment amount.
- Please **DO NOT** give SLOA your water/sewer payments.

## Having trouble paying your bill due to COVID circumstances?

If you are having trouble making your quarterly payments, you are welcome to request an alternative payment plan to our Board of Commissioners. Please contact Judy at [judy@sunlandwater.com](mailto:judy@sunlandwater.com) to discuss the information needed from you. The Board meets the 2nd Tuesday of every month and will review requests at that time. Judy will let you know the Board's decision by the end of that same week.

## PERSONNEL UPDATES

### District Manager Mike Langley to Retire in 2021

SunLand Water District's Manager Mike Langley has decided to retire in late spring 2021. We'll share more information about Mike and his tenure at the District in our next newsletter. But for now, we wanted to share a news article from 30+ years ago when Mike was the President of the Peninsula Trails Coalition—Clallam County chapter.

Did you know Mike grew up on the peninsula and was one of the main people to spearhead the development of the Olympic Discovery Trail?



Rocky Burbank at the Lower Reservoir

### New Employee—Rocky Burbank

**Rocky Burbank** joined the SWD team in June as our new Building and Grounds Maintenance person. He's already learning our water management system and will begin training for his water certifications.

### Now Hiring!

SunLand Water District is looking to fill a Water District Operator position. Prerequisites for this position include the need for water distribution system operation experience and already possess Water Distribution Manager and CCCS certifications.

The job description is posted on our website. [www.sunlandwater.com](http://www.sunlandwater.com)

While we don't want Mike Langley to go, we do need to begin the search for our new District Manager. This job description will be uploaded to our website in December.

## 2021 Budget & Planned Capital Expenditures

Prior to 2019, the District prepared budgets one year in advance, doing our best to anticipate what expenses we would incur the following year. That process worked pretty well for us, but we had no formal long-term planning upon which to base our budgets. Some years we were “spot on”, but on others we ran deficits because of maintenance surprises. Therefore customer rates would sometimes fluctuate dramatically to help account for our budget adjustments.

Over the past few years, SWD established and maintained significant reserves. We currently maintain a \$500,000 emergency/operating reserve. Our current capital reserve is approximately \$300,000 and is budgeted to grow to \$600,000 by the end of 2026. This will bring our total reserves to \$1.1 million at the end of 2026, if we don’t need to pull them in an emergency situation.

In 2019, Mike Langley, our District Manager, directed staff to do a complete inventory of all our capital equipment. We identified every pump, pipe, computer, phone, vehicle and hand tool across our entire system. We added dates installed and life expectancies of each item in the inventory. Then we plotted when each of these items would need replacement and began to plan for that. What developed was a 20-year capital budget that anticipates what we need to set aside for future repair or maintenance. Additionally, we know our underground water and sewer pipes will need replacing in the future, so we have begun allocating funds to our reserves each year toward that.

Now, when the Board and Staff prepare new budgets, our goal is to meet “known” maintenance needs and keep rate increases predictable over a 5-year time period. We hope to avoid any assessments so our customers can anticipate Water/Sewer District costs for their own budgeting.

SWD 2021 Capital Expenditures	
BUDGETED ITEM	BUDGETED \$
<b>VEHICLES, MACHINERY &amp; LARGE EQUIPMENT</b>	
John Deere 4044 Field Mower & Tractor	37,500
John Deere 345 Lawn Tractor	7,000
<b>BUILDINGS &amp; INFRASTRUCTURE</b>	
Water Barn	10,000
Well #1 Pumphouse	15,000
<b>PUMPS &amp; PANELS</b>	
Irrigation System for Spray Fields	60,000
Main Panel Upgrade/SCADA	180,000
<b>COMPUTERS / TECHNOLOGY</b>	
District new hire cell phone	1,000
<b>2021 Budgeted Capital Expenditures</b>	<b>310,500</b>

### 2020 Installation—Taylor Lift Station Emergency Generator

Nearly half of SunLand's wastewater runs through the Taylor Lift Station, which had no emergency backup power until we recently installed this generator. During past power interruptions, our team had to physically man this lift station. Now Taylor Lift Station will run automatically, allowing our team to handle other emergencies.



*Installation of our new Taylor Lift Station generator by Scott, Rocky & Mike.*

#### Conserve Water in Emergencies

Remember, as soon as you hear there's a major emergency that could affect power and/or water, please:

- Reduce water usage to necessary needs only
- Turn off all irrigation
- Use wastewater services sparingly



## 2021 Installation—WRF SCADA System

The main control panel computer at the Water Reclamation Facility (WRF) controls all pump motors, electronic valves, metering pumps, air blowers, and other equipment. The current panel is over 20 years old, is beyond its life and is no longer supported by the manufacturer.

Paper chart recorders are currently used for documenting operational data at the WRF. Our team handwrites readings from these recorders then types them into a computer for reporting. The paper chart recorders are 20 years old, obsolete and are in need of replacement.

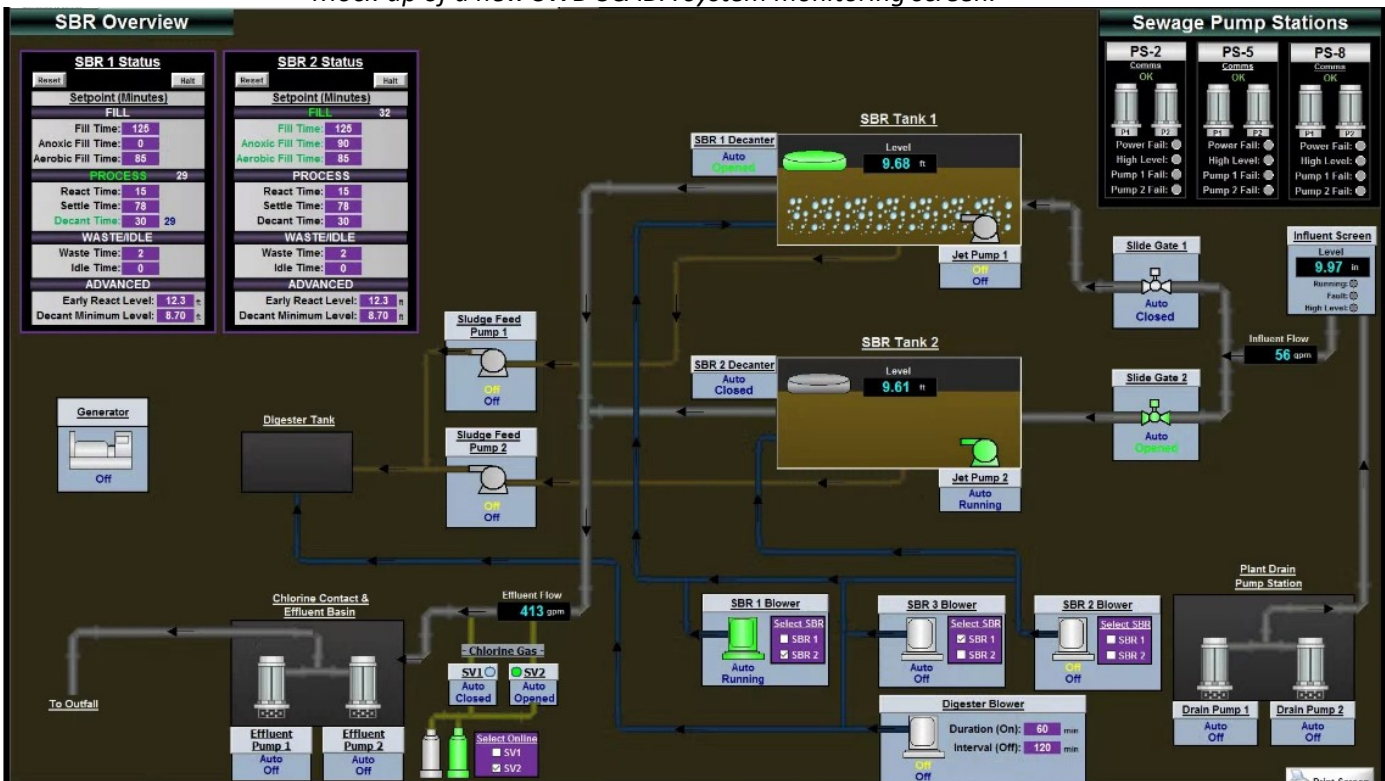
The installation of the new Supervisory Control & Data Acquisition (SCADA) system will resolve these issues by replacing the main control panel computer and chart recorders at the WRF. In addition, this system will provide a visual display of all flows and levels at a glance, automated and advanced data reporting and increases in staff and operational efficiencies.

The SCADA system will act as an alarm system to notify operators of issues, allowing them to prepare to troubleshoot before traveling to a site. With this new system, remote operation and monitoring of our WRF system will be available on-site, off-site and via cell phone.



Current paper chart recorder panel.

Mock-up of a new SWD SCADA system monitoring screen.



## General Information & Updates

### Update Your Emergency Contact Info

Have you changed phone number or email address in the past year?  
Do you have new renters in your home?

Please email Judy at [judy@sunlandwater.com](mailto:judy@sunlandwater.com) or call our office 360-683-3905 x1 to ensure we have updated contact information. In the case of a water emergency, it's imperative that we are able to alert the current people living in SunLand.



### We're now a part of 811 CallBeforeYouDig Program

SWD is now part of the 811 CallBeforeYouDig utility notification program.

### Irrigation Shut-Off Season

If you haven't done so already, it's time to shut down your irrigation system for the winter.

**1. Turn off your irrigation at the shutoff valve, not only with the electric controller.**

**2. Drain your irrigation system so it doesn't freeze.**

SWD has seen many residences with water still leaking by the control solenoids because the water to the irrigation was only turned off electrically. It should be turned off via a shutoff valve when not in use for long periods.

### Board of Commissioner Meetings

Our Board of Commissioners meet the 2nd Tuesday of every month at 9 am PT in the SWD office.

In-person meetings are prohibited as long as Clallam County stays a Phase 2 high-risk county.

If you'd like to attend a future meeting, please contact Judy at [judy@sunlandwater.com](mailto:judy@sunlandwater.com) to be alerted when it's safe for the public to join our meetings again.

## COVID-19 TESTING AT SWD

### *Testing wastewater for COVID-19 continues at SunLand.*

As part of an effort of the Washington Association of Sewer and Water Districts (WASWD), on June 10th SWD began weekly sampling of SunLand wastewater to test for the presence of COVID-19.

In November, we received a positive COVID test result. The following week's test result was negative and has been negative since then. After receiving the positive test result, our next step in the process was to begin testing the effluent reclaimed water to determine if our water reclamation process at the plant eliminates the virus. We're currently testing both the influent wastewater and effluent reclaimed water for the presence of COVID.

A positive SunLand wastewater sample test alerts us to the presence of the virus in SunLand, but will not identify the person or persons who have contracted the virus. This early warning has allowed us to alert SunLand residents to this presence and to implement increased preventive measures to minimize the spread of the devastating viral disease.

## Watch for Deer on Woodcock Road

While you're driving down Woodcock Road, please watch your speed. Our office hears and sees so many near-accidents with the deer that cross here throughout the day. Of course, while they often travel in groups, deer never seem to cross roads together. Usually we see one cross, then another jumps out, then another. They are easily hidden on the sides of Woodcock Road.



SunLand Water District

5762 Woodcock Road  
Sequim, WA 98382

PLEASE  
PLACE  
STAMP  
HERE