

SunLand Water District

Board of Commissioners Meeting of November 10, 2020

MINUTES

Purpose: Regular Meeting

1. **Call to order.** 9:00 AM at the District Office, 5762 Woodcock Road, Sequim, WA 98382
Attendees: Commissioners Larson, 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 October 13, 2020.
(Moved by G. Fortmann, seconded by A. Frank.)
3. **Public Comment Period:** N/A per the Governor's Proclamation 20-28 - effective until termination of the COVID-19 State of Emergency or December 7, 2020.
4. **Financial Report:** Karen Shay's current reports for 2020 – 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. We have supplies to last through December 2020. **It was M/SP (moved by G. Fortmann and seconded by A. Frank) to continue testing through the first 6 months of 2021 and to purchase the first 3 months of testing supplies.**
 - b. Straits Electric provided an electrical connection station for a sludge pump at the WRF.
 - c. Willy and Rich have replaced the SBR Decanter wear pads.
 - d. Rocky is now certified as a Wastewater Collection Operator. In keeping with District policy, he is eligible to receive a \$1.00/hour pay increase. **It was M/S/P (moved by G. Fortmann and seconded by A. Frank) to approve a \$1.00 per hour increase in pay for Rocky Burbank effective November 1, 2020.**
 - e. The backhoe has been repaired by SWD personnel.
 - f. Scott and Rocky have just finished the November water meter read. The next meter read is planned for the first week in January.
 - g. The water level in both wells is normal, up slightly with the end of irrigation season.
 - h. Total water production numbers 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.
 - i. The emergency generator for lift station #3 will be installed by Straits Electric, Groves Crane, and SWD personnel on Monday, 11/9/20.
 - j. On November 5th, Al & Nick Friedli of Evolution Controls presented a proposal for a SCADA system to improve the overall efficiency of the equipment at the WRF as well as replacing failing equipment.
 - k. Steve Paulson of Olympic Sewer & Drain cleared a sewer line on Lot 208.
 - l. The District is advertising for a Water Operator to fill an empty position.

Mike was asked to procure an American flag to put outside the District Office.

There was discussion regarding the future demand on the aquifer with the new homes being built at Sequim-Dungeness and Old Olympic Highway. Also, regarding to the SunLand Golf & Country Club, Mike will look into whether or not they have water rights.

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

There is nothing new to report. Judy is still awaiting response from SWD's attorney to her request for clarification regarding the outstanding amounts on the subject owner's account dating back to the March 19, 2019 judgment.

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

Judy has been working on preparing an update to the website. 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

The Water Distribution Operator position was posted on our website and advertised by WASWD and INDEED. Karen also sent the ad to an additional government job posting organization. About 20 resumes have been received but no one has applied who meets the job description requirements. The description of the District Manager's position will be advertised as soon as possible.

f. 2021 Budget – Resolution 133

Commissioners reviewed the final draft of the proposed budget. **It was M/S/P (moved by G. Fortmann and seconded by A. Frank) to approve the Operations and Maintenance Budget for 2021.** Judy will send out an announcement to homeowners advising them of the water and sewer rate increase.

g. SCADA Proposal – Mike Langley

At the October 13th meeting, the Board approved the SCADA proposal of October 2, 2020 to proceed with Phase 2 to provide SCADA system services for the SWD WRF. Al and Nick Friedli met with the Board and District personnel on November 5th to present the elements of what will take place moving forward and to answer SWD's questions or concerns.

7. New Business

a. Vision Fixed Asset Module Overview - Karen Shay

Karen reviewed with Commissioners the advantages of integrating Vision's inventory management system with the modules already in use by the District. The module will allow the monitoring of each asset's entire history including maintenance records. **It was M/S/P (moved by G. Fortmann and seconded by A. Frank) to authorize Karen Shay to secure the Vision Fixed Asset Module in the amount of \$5700.00 plus the annual maintenance fee.**

- b. Amendment to Resolution #121 Employee Manual – Karen Shay
Changes to Section 5.0 (Health Care Benefits), Section 6.0 (Employee Retirement) and 9.0.3 (Employee Reimbursement to District) were reviewed. **It was M/S/P (moved by G. Fortmann and seconded by A. Frank) to approve the amendment to the Employee Manual as presented by Karen Shay.**
- c. Holiday Gathering: Gary Fortmann
It was suggested that the SWD Board and staff have a holiday gathering at the District Office on Friday, December 11, 2020. Safe social distancing and Covid-19 protocols will be followed.

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 December 31, 2020, unless extended.

9. **Checks and Vouchers.** The October payroll summary with detail, a vendor voucher and a transfer check were submitted and signed by the Commissioners.

10. **Adjournment – M/S/P to adjourn the meeting at 11:09 a.m. (Moved by A. Frank and seconded by G. Fortmann.)**

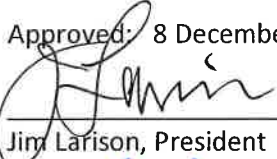
NEXT BOARD MEETING WILL BE TUESDAY, DECEMBER 8, 2020

Respectfully submitted



Judy Gamble
Office Administrator

Approved: 8 December 2020



Jim Larison, President



Gary F. Fortmann, Secretary



Al Frank, Commissioner