

SunLand Water District

Board of Commissioners Meeting of January 12, 2021

MINUTES

Purpose: Regular Meeting

1. **Call to order.** 9:00 AM
Attendees Via Zoom: Commissioners Larison, Fortmann and Frank, Mike Langley, district manager, Judy Gamble, office administrator, Karen Shay, bookkeeper.
2. **Presentation by Joe Davis of Enduris.** Mr. Davis reviewed the insurance coverage provided to the SWD and answered Commissioners' questions concerning the use of personal vehicles, how Enduris is regulated, and concerns regarding the sufficiency of the \$2 million coverage for replacement of the WRF and \$10 million total coverage in the event of a catastrophe. Moreover, it was noted that coverage for replacement of the lift stations should include all costs involved. Joe will provide Mike Langley with the cost for additional coverage.
3. **Minutes: It was M/S/P to approve the minutes of the regular meeting of December 8, 2020. (Moved by G. Fortmann, seconded by A. Frank.)**
4. **Public Comment Period:** N/A per the Governor's Proclamation 20-28 - effective until termination of the COVID-19 State of Emergency extended to January 19, 2021.
5. **Election of Board Positions for 2021. It was M/S/P to elect Jim Larison as President of the Board of Commissioners for 2021. (Moved by G. Fortmann, seconded by A. Frank). It was M/S/P to elect Gary Fortmann as Secretary of the Board of Commissioners for 2021. (Moved by A. Frank and seconded by J. Larison).**
6. **Financial Report:** Karen Shay's year-end reports for 2020 – previously sent out via email - were presented and reviewed. Year-End Net Reserve reported at \$330,000 higher than budget.
7. **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. Mike is continuing to work with the University of Washington to determine if SWD wants to use their lab to run testing on the wastewater stream to determine if the process kills the COVID-19 virus.
 - b. All of SunLand experienced a three-hour power outage on December 21, 2020 and the WRF experienced a three-hour, 3-phase power outage on December 23, 2020.
 - c. The peak inflow day at the WRF was 306,000 gallons on December 21st. A large part of this peak flow was due to a stormwater event where a basement floor drain is suspected of being connected to the sewer system. The SWD is working with the homeowner to resolve this issue.
 - d. The total water meter read was completed the week of January 4th and the data is being tabulated.
 - e. The water level in both wells is normal for winter months.
 - f. 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.

- g. Straits Electric has installed the Automatic Transfer Switch for the new emergency generator at lift station #3.
- h. The District has scheduled a diesel mechanic to correct an issue with the emergency generator at well #1.
- i. Scott has replaced a failed gate valve at Hilltop Drive. Approximately 10% of Division 7 was out of water service while this repair was in process.
- j. Scott is providing assistance in finding an apparent water leak on Mount Baker Drive in Division 17.
- k. Mike is looking into getting funding assistance for COVID-19 testing from the CDC and/or WSDOE.
- l. Mike has joined a working group called the COVID-19 Wastewater Surveillance Coordination Network spearheaded by the WSDOH.
- m. Karen and Mike are looking into upgrading the District's "One-Call-Now" communication system to "Code Red."
- n. Mike and Willy interviewed one candidate for the Water Operator position.

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. (See Manager's Report above.)
- b. Legal Report – Mike Langley
Our attorney, Jeff Davis, has agreed to update the Board regarding our ongoing issues with one of our residents. Mr. Davis will virtually attend the next Board meeting on February 9th.
- 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 and write-ups for the water and WRF personnel have been posted. New photos for the Gallery are being selected and the write-up for WRF is being updated.
- e. New Hire Search – Mike Langley
We have 6 candidates for the Water Distribution Operator position and one has been interviewed by Willy and Mike. The Commissioners agreed that we should advertise with the AWWA which provides national circulation and to pay the cost of the advertisement.

8. New Business

- a. Resolution 134 Public Works and Purchasing Policy – Karen Shay
It was M/S/P (moved by G. Fortmann and seconded by A. Frank) to approve the Policy as presented.
- b. 2021 Audit Update – Karen Shay
The audit of the SunLand Water District for the years 2018 and 2019 is getting underway. There was discussion of the issues reported in the Audit Report of March 2018. There will be a conference call with Cheryl Friesen, the State Auditor, on Wednesday, January 20, 2021 with the Commissioners and District staff. Judy will put a Special Meeting notice on the website.

c. Low Bandwidth for Office Internet –

Commissioner Frank brought up the issue as the problem interferes with the communication during Zoom meetings. He suggested that we contact Wave to ascertain how much it would cost to increase the bandwidth to improve the communication.

9. Requests for Waiver of Late Fee – Judy Gamble

There were no requests to present. Judy reported that all payments have been made for the year 2020.

10. Checks and Vouchers. The December payroll summary with detail and a vendor voucher were submitted and signed by the Commissioners.

11. Adjournment – M/S/P to adjourn the meeting at 11:12 a.m. (Moved by G. Fortmann and seconded by A. Frank.)

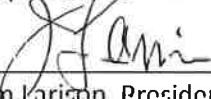
NEXT BOARD MEETING WILL BE TUESDAY, FEBRUARY 9, 2021

Respectfully submitted



Judy Gamble
Office Administrator

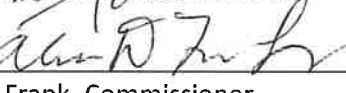
Approved: 9 February 2021



Jim Larison, President



Gary F. Fortmann, Secretary



Al Frank, Commissioner