

SunLand Water District

Board of Commissioners Meeting of March 9, 2021

MINUTES

Purpose: Regular Meeting

1. **Call to order.** 9:05 AM
Attendees: Commissioners Larison, Fortmann and Frank, Judy Gamble, office administrator, Karen Shay, bookkeeper.
Absent: Mike Langley, district manager
2. **Minutes:** It was M/S/P to approve the minutes of the regular meeting of February 9, 2021.
(Moved by G. Fortmann, seconded by A. Frank.) It was M/S/P to approve the minutes of the special meeting of February 19, 2021. (Moved by G. Fortmann, seconded by A. Frank.)
3. **Public Comment Period:** Public meetings not allowed per the Governor's Proclamation 20-28.15 - effective until rescinded.
4. **Financial Report:** Karen Shay's reports for February 2021 – previously sent out via email - were presented and reviewed.
5. **Manager's Report** – The Board reviewed Mike Langley written report which will be appended to the official meeting minutes. Highlights include:
 - a. The WRF crew continues to test weekly for COVID-19 at the WRF.
 - b. Representatives from the University of Washington visited the WRF and are working with Willy to develop a plan to determine if the treatment process at the WRF kills the COVID-19 virus. It is our understanding that the Department of Ecology will be there as an observer.
 - c. Willy and Rich will be burying the main line for the new spray field irrigation system.
 - d. Willy and Rich repaired a leak in a reclaimed water line at the WRF.
 - e. The SBR computer at the WRF died and Willy was able to replace it with the help of Aqua Aerobics. Luckily, a new back-up unit was on hand. We will be replacing the unit with a used one for inventory immediately as we cannot operate in any automatic mode without it.
 - f. Evolution Controls installed the computer to fill the need for the failed paper chart recorder. They also performed some system analysis to prepare for the next step. The tools are coming together for increased efficiencies at the WRF in man hours as well as equipment and processes.
 - g. The Department of Ecology has approved the new irrigation plan for the WRF.
 - h. The I & I waste load reports have been submitted to the Department of Ecology.
 - i. The total water meter read was completed this month by Rocky Burbank. The next water meter reads will be the first week in May.
 - j. The water level in both wells is normal for winter months.
 - k. Total water production numbers continue to appear high. SWD continues to search for leaks or other reasons for high production. Scott has installed two new 1-inch irrigation meters in Division 7 and is looking for more unmetered irrigation systems in that area.

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
Judy reported that the SWD attorney Jeff Davis has corresponded with the attorneys for the mortgage lender, Wells Fargo, and Jeff and Judy are providing them with information they requested. Jeff Davis has supplied requested updated attorney fee information to Judy. District personnel continue to receive complaints from SunLand Drive residents regarding the water leakage from this residence that originates on the owner's side of the meter. Jeff Davis is also requesting Wells Fargo ensure that the owner make the necessary repairs to stop the excessive water waste and to prevent a possible health hazard.
- 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
No change.
- e. New Hire Search –
It was noted that Mr. Woodwell declined to accept the District Manager. Having exhausted our resources to find a qualified candidate, the District has hired an executive search and technical recruiting firm, Jeff Smith and Associates, specializing in placing water/wastewater professionals

For the present time, pursuing an association with Dr. Mike Connor has been put on hold.

Regarding the open position of Water Distribution Operator, Karen Shay reported that Mike Langley had offered the position, renamed Building & Grounds Maintenance/Utility Operator, to Mr. Sam McCullough. Mr. McCullough has not accepted as yet because of the disparity of wages between the SWD position and his present job. He has questioned if the District did not pay for health insurance, could the salary be increased accordingly. Karen will look into the legality of doing that before the Board considers this possibility further. Karen was also asked to research the possibility of the District partially paying for relocation expenses.

6. New Business

- a. 2021 Audit Update – Karen Shay
The audit of the SunLand Water District for the years 2018 and 2019 continues. The State Auditor, Cheryl Friesen, is working through her list with Karen. Only a few categories remain to review such as small and attractive assets, utility revenue and procurement policy. So far, everything is going well.
- b. Amendment to Resolution 134 Public Works & Purchasing Policy – Karen Shay
The District Manager presently has a \$5000 purchasing limit. **It was M/S/P to amend Resolution 134 (Reference: Page 13, 6.1.1 SWD Employee Purchase Limit) to state the SWD District Manager has a valid purchasing limit of \$5,000 or 10%, whichever is higher, above a Board-approved budgeted item value. (Moved by G. Fortmann and seconded by A. Frank.)**

c. Change of Regular Meeting Time – Jim Larison

- In order to be able to get the most current monthly financial data in a timely fashion in order to be reviewed at the Board meetings, in was **M/S/P (Moved by G. Fortmann and seconded by A. Frank) to change the regular monthly meeting date to the third Tuesday of each month beginning with the April 2021 meeting.**

7. **Requests for Waiver of Late Fee – Judy Gamble**

No requests this month. There are 15 unpaid accounts for first quarter as of today. Judy is pursuing.

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

9. **Adjournment – M/S/P to adjourn the meeting at 9:57 a.m. (Moved by G. Fortmann and seconded by A. Frank.)**

NEXT BOARD MEETING WILL BE TUESDAY, APRIL 20, 2021

Respectfully submitted


Judy Gamble
Office Administrator

Approved: 20 April 2021


Jim Larison, President


Gary E. Fortmann, Secretary


Al Frank, Commissioner