

# SunLand Water District

## Board of Commissioners Meeting of April 20, 2021

### MINUTES

**Purpose:** Regular Meeting

**1. Call to order.** 9:00 AM

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 March 9, 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 Public Comment Period:** Public meetings not allowed per the Governor's Proclamation 20-28.15 - effective until rescinded.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 March 2021 were presented and reviewed. Possible purchase of one new production meter vs. the cost of calibrating the present meter was discussed. Mike will pursue getting the present meter calibrated as soon as possible.

**5. Manager's Report** – The Board reviewed Mike Langley's 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. The quarterly monitoring well sampling for the spray field has been completed.
- c. All components of the new spray field irrigation system have been delivered and 70% of the work on the new system has been completed.
- d. Steve Paulson of Olympic Sewer and Drain jetted out the mainline on Fairway Drive. (Scheduled every 6 months to prevent sewer back-up at this low spot.)
- e. The next water meter reads will be the first week in May.
- f. Total water production numbers continue to appear high. SWD continues to search for leaks or other reasons for high production. Mike was asked to ask PUD if they knew of an expert leak detector in our area.
- g. The District has hired Sam McCullough to fill the opening of Building and Grounds Maintenance/Utility Operator. Sam has 20 years of commercial farming experience where he acquired a broad range of knowledge in operating and maintaining equipment and systems.
- h. SWD will be testing the drinking water for lead and copper, radium 228, nitrates for both wells, gross alpha and inorganic chemicals this year.
- i. Mike will be preparing the annual Consumer Confidence Report for 2020.
- j. SG&CC personnel reported an overflowing sewer manhole on the 11<sup>th</sup> fairway and SWD personnel Willy, Rocky and Sam responded. Willy surveyed the situation while Rocky took our sludge truck to Mt. Baker Drive to pump down the upstream flow. Sam contacted the City of Sequim to request the services of their sewer jetter crew. They arrived within 30 minutes and within 30 more minutes the clog was clear. Several five-gallon buckets of kitty litter, eggshells and disinfecting wipes were collected. **Commissioner**

Larison asked that a message be sent out to residents reminding them of items that should not be put into drains.

- k. One of the two 20-horsepower water pressure pumps at the upper pressure booster station failed and is being repaired. It is planned to have the unit back in service before the end of the week of April 19<sup>th</sup>.

Commissioner Fortmann asked if the District had, in writing, a description of the SWD's senior water rights to the water provided by the two aquifers used by SunLand and the City of Sequim. The new building in the Sequim area of many single-family manufactured homes is of concern. **Mike will check with the Department of Ecology.**

## 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). It was noted that there was detectable COVID-19 virus in the sample of April 7<sup>th</sup> but it had disappeared in the following week's sample of April 14<sup>th</sup>. Weekly sampling will continue until June when the Board will review and decide whether or not to continue. It was noted that the University of Washington had not responded as yet regarding testing the effluent wastewater at the WRF.

- b. Legal Report – Mike Langley

In order to protect the community, Mike Langley signed the legal documents for our attorney to submit to the Superior Court for action on our nuisance suit against Mr. Oravetz, resident of 100 Sunland Drive. The hope is that, through this action, the Court will order Mr. Oravetz to allow us onto his property to make the repairs needed to stop the major leak that is wasting thousands of gallons of water and running in the street. The court will also order the Sheriff to stand by as this repair is made. Legal costs would be passed on to Mr. Oravetz. SLOA has requested they be informed in order to be present to witness the repair.

- 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

The revised WRF write up has been posted on the website. Sam McCullough's photo and info needs to be posted and the photos in the Gallery updated.

- e. New Hire Search – Mike Langley

The District may be interviewing Dustin Phelan, a candidate for District Manager, on April 28<sup>th</sup>.

- f. 2021 Audit Update – Karen Shay

The audit of the SunLand Water District for the years 2018 and 2019 continues. The State Auditor, Cheryl Friesen, reported that she is wrapping it up and does not have any "findings" but has some recommendations to present to the Board. A virtual audit exit conference with the Auditor will be scheduled for the May Board meeting.

## 6. New Business

- a. Annual Scheduled Recurring Tasks – Jim Larison

In the light of Mike Langley's retirement, Commissioner Larison cited the need for a printed schedule of tasks that need to be performed annually, quarterly, monthly, weekly and daily, all of which Mike Langley knows. This will be vital information the new District Manager will need. There are regulatory tasks ordered by the Department of Health and the Department of Ecology on the sewer side and the water side

respectively and non-regulatory ongoing maintenance tasks that are mandatory within the District. Judy Gamble volunteered to assist Mike in coming up with a chart of tasks.

b. Vision Utility Billing 2, Service Orders, and VisDocs Review – Karen Shay

There was a recent failure of the router for our internet connection. It was rebooted successfully. The state of our computer room wiring was discussed with the Vision IT Department and they presented a quote for coming out and correcting the “spaghetti” mess and separate the networks so they are secure and perform well. The firewall and switching will be updated as well as a much better WiFi router. The cost is \$2228.00. We were contacted by Chad at Vision regarding updating our Vision application to the UB (Utility Billing) which provides new software that brings enhancements to the Vision Utility Management program. In addition to the update to Utility Billing, Vision offered their service orders and VisDocs applications at a deeply discounted rate so the SWD would have better functionality and reporting in our system. It was recommended that we also replace the outdated Microsoft SQL Server. The total update package, including the re-do of the wiring and new router previously quoted is \$7,750.00. **It was M/S/P to accept proposal to upgrade the Vision software program, server and the server room. (Moved by G. Fortmann and seconded by A. Frank.)**

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

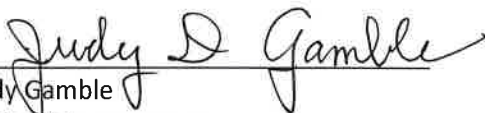
No requests this month. All unpaid accounts for first quarter were paid except for the property at 147 Sunset Place that was returned to Fannie Mae and passed through 3 different realty management entities. Judy finally located a company that accepts the responsibility but the bill has not been paid as yet.

8. **Checks and Vouchers.** The March 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 10:45 a.m. (Moved by G. Fortmann and seconded by A. Frank.)**

**NEXT BOARD MEETING WILL BE TUESDAY, MAY 18, 2021**

Respectfully submitted

  
Judy Gamble  
Office Administrator

Approved: 18 May 2021

  
Jim Larison, President

  
Gary F. Fortmann, Secretary

  
Al Frank, Commissioner