

SunLand Water District

Board of Commissioners Meeting of May 18, 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 and (via Zoom) Washington State Auditor's Office representatives, Cheryl Friesen, assistant state audit manager, and Carol Ehlinger, audit manager.

2. 2021 Audit Exit Interview – Cheryl Friesen stated the purpose of the audit was to determine whether or not the district complied with State laws and all of the District's policies and procedures for the years 2018 and 2019. The audit revealed the District is totally in compliance with all areas audited and had essentially corrected all findings of the 2018 audit. Ms. Friesen thanked the District, particularly Karen Shay and Mike Langley, for responding quickly and making the audit process go smoothly. The next audit for the SWD will be in 2023 and will cover the three years 2020, 2021 and 2022.

3. Minutes: It was M/S/P to approve the minutes of the regular meeting of April 20, 2021.
(Moved by G. Fortmann, seconded by A. Frank.)

4. Public Comment Period: Public meetings not allowed per the Governor's Proclamation 20-28.15 - effective until rescinded.

5. Financial Report: Karen Shay's reports for April 2021 were presented and reviewed. The major purchase this month was the new spray field irrigation system for the WRF which is now up and running, saving many manhours formerly required to move the irrigation system pipes by hand six days a week.

- 6. Manager's Report** – The Board reviewed Mike Langley's written report which will be appended to the official meeting minutes. Highlights include:
- The WRF crew continues to test weekly for COVID-19 at the WRF.
 - The shiny new spray field irrigation system is up and running.
 - Steve Paulson of Olympic Sewer and Drain cleaned out the plugged alum line at the WRF.
 - SCADA Brief: One of the old chart recorders failed completely and the SCADA system will record the data on computer, not paper, thus simplifying reporting to the Department of Ecology.
SCADA will replace the 27 year-old alarm system, allowing operators to see where the alarm is, both on-site and remotely on a cell phone, as well as act on the alarm on-site or remotely (with the proper access code).
The SCADA system will give operators the ability to see WRF operations at a glance such as all pumps and motors, tank levels and flows to different parts of the operation.
Nearly half the cost for the SCADA system is going to replace the Program Logic Control components for the SBR's which are no longer supported and are over 30 years old.
 - Total water production numbers continue to appear high. SWD continues to search for leaks or other reasons for high production.

- f. David Ketsi of Evergreen Rural Water of Washington visited SunLand on May 11th and worked with Scott to conduct water leak detection work. They checked the water main lines and service connections from the tennis courts down Leslie Lane and then down Sunland Drive back to Leslie Lane, and back to the tennis courts. A leak was detected at the tennis courts service connection and at the water main line near there. The District will excavate those areas to determine location and size of the leaks and what repairs are needed. David will return in about a month to help check other areas of SunLand for water leakage. There is no charge for his services.
- g. Rocky and Sam will be attending a “confined space” class in mid-June.
- h. All District fire extinguishers will be serviced this month.
- i. Columbia Basin Waterworks, Inc. will be calibrating our water production meters soon.
- j. The 2011 Ford Ranger is going in to the dealer for recall work on the air bag system. There was discussion regarding the need to purchase a ¾ or 1 ton truck with tool storage and a bed lift in the back. Mike will check with Titus Ford and others regarding the availability of used lease vehicles that may meet our needs.
- k. The failed 20 hp water pressure pump at the upper pressure booster station has been repaired and back in service.

Old Business

a. COVID-19 – Sampling & Customer Notification – Mike Langley

It was noted that the University of Washington had tested the effluent wastewater at the WRF by introducing virus into the system and testing after the sewage has been processed. They found no evidence of the virus after WRF processing and have provided a statement to that effect.

In consideration of the latest proclamation from the Governor’s office regarding the likely reopening of Washington and the increasing vaccination level of residents, **It was M/SP (moved by A. Frank and seconded by G. Fortmann) to discontinue weekly sampling of influent wastewater and sending it to the lab at the University of Arizona effective May 30 2021.** Judy and Mike will create a notice to residents advising of this action.

b. Legal Report – Mike Langley

The District filed a suit against Mark Oravetz and the Wells Fargo Bank on May 10th and the District was notified that a hearing is set for 9 a.m. on Friday, May 21, 2021, in the Clallam County Court.

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

Sam McCullough’s photo and info has been posted. New photos are being selected for the Gallery update.

e. New Hire Search – Mike Langley

Mike received a phone call from a new possible candidate for the District Manager position and will follow up with him. It was decided to set up a second interview with Steve Miller and to ascertain his time availability for the position. The Commissioners set a goal of filling the position by May 31st.

7. New Business

Amendment to Resolution 122 Finance Policy – Karen Shay

It was M/S/P (moved by G. Fortmann and seconded by A. Frank) to accept Resolution 122 Finance Policy, as amended May 18, 2021.

8. Requests for Waiver of Late Fee – Judy Gamble

No requests were received this month. As of today, there are still 15 outstanding payments due for 2nd Quarter.

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

10. Adjournment – M/S/P to adjourn the meeting at 10:35 a.m. (Moved by G. Fortmann and seconded by A. Frank.)


NEXT BOARD MEETING WILL BE TUESDAY, JUNE 16, 2021

Respectfully submitted




Judy Gamble
Office Administrator

Approved: 16 June 2021



Jim Larison, President



Gary E. Fortmann, Secretary



Al Frank, Commissioner