

# SunLand Water District

## Board of Commissioners Meeting of July 20, 2021

### MINUTES

**Purpose:** Regular Meeting

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

Attendees: Commissioners Larison, Fortmann and Frank, Brian Scott, district manager, Mike Langley, district manager (retiring), Judy Gamble, office administrator, Karen Shay, bookkeeper.

**2. Minutes:** It was M/S/P to approve the minutes of the regular meeting of June 15, 2021.  
(Moved by G. Fortmann, seconded by A. Frank.)

**3. Public Comment Period:** N/A - No visitors in attendance.

**4. Financial Report:** Karen Shay's reports for June 2021 were presented and reviewed. It was noted by Al Frank that a defibrillator had been purchased for the WRF.

**5. Manager's Report** – The Board reviewed the report written by Mike Langley and Brian Scott which will be appended to the official meeting minutes. Highlights include:

- a. The quarterly monitoring well report has been completed and submitted.
- b. Biannual equipment maintenance has been performed on aerators, pumps, mixers, etc.
- c. The spray field harvest yielded 21 tons of dry hay bales.
- d. The WRF lab accreditation renewal application has been submitted.
- e. The next total water meter reads will be the first week in September.
- f. The water level in both wells is falling slightly as we move further into the irrigation season.
- g. Total water production numbers continue to appear high. SWD continues to search for leaks or other reasons for high production.
- h. Ann Soule, hydrogeologist for Sequim, was contacted regarding the application of herbicides for weed control in the RV parking lot.
- i. Mike Whitzell with Watts visited SunLand to provide personnel change training on automatic control valves.
- j. SWD personnel performed a sewer inspection at a new residence on Hogans Vista.
- k. Sam and Rocky are taking a WDM preparation class through WETRC.
- l. SWD personnel responded to a power outage that occurred on 6/26/21 at 9 p.m.
- m. SWD personnel discovered and repaired a water leak on the service line for 125/129 Emerald Dr.
- n. SWD personnel built a new concrete pad for the new generator to service the main sewer lift station.

#### OTHER ITEMS

- There was discussion regarding employee salary increases for completion of OIT training. It was decided that the Board will consider approval of salary increases for an employee when he/she passes the appropriate examination and presents their Operator-In-Training certificate to the District.

- Mike Langley reported that, in response to the SWD's request, SLOA is now using non-herbicides for weed control in the RV storage lot.
- There was discussion regarding the upcoming installation of a traffic "round-about" at Sequim-Dungeness and Woodcock and what effect there may be on spray field equipment. Nothing connected to the spray field should be affected.
- In response to previous Board inquiry, Mike Langley checked the respective water rights for SunLand and for the City of Sequim. SunLand has senior water rights to any of Sequim's Port Williams' wells. If the City's water consumption exceeds their supply, they plan to build a reservoir at the Port Williams well field.

## 6. Old Business

### a. Legal Report – Mike Langley

The Board requested that Mike and Brian provide an update of outstanding issues/cases with Mr. Oravetz, including the foreclosure issue.

### b. Emergency Response Plan – Brian Scott

A District employee will be assigned to complete writing guidelines for Phases 2 and 3 of the District's Plan.

### c. Website – All

The website is being updated with new personnel information. New photos are being selected for the Gallery update.

## 7. New Business

### a. Board Resolution 135 – Judy Gamble

**It was M/S/P (moved by G. Fortmann, seconded by A. Frank) to approve Resolution 135 in appreciation of Mike Langley upon his retirement.**

### b. Resolution 136 – Employee Recognition Policy – Judy Gamble

**It was M/S/P (moved by G. Fortmann, seconded by A. Frank) to approve Resolution 136 – Employee Recognition Policy.**

### c. Membership in Evergreen Rural Water – Brian Scott

The Board agreed that, when appropriate, the SunLand Water District secure membership in Evergreen Rural Water. Evergreen is a non-profit organization that is governed by a membership-elected board. They provide training and technical assistance to water and wastewater systems throughout Washington State as well as free-of-charge on-site technical assistance. Evergreen has come out to SunLand several times the past few months to assist our staff in locating leaks.

### d. 2020 Vacation Time Rollover – Karen Shay

Because of the year of COVID-19 restrictions, it was **M/S/P (moved by G. Fortmann, seconded by A. Frank) to allow employees to roll over unused 2020 vacation time to 2022.**

### e. Cell Phone Reimbursement – Karen Shay

**It was M/S/P (moved by G. Fortmann, seconded by A. Frank) to amend the SWD Employee Manual to allow full time field employees to be reimbursed \$50.00 per month for usage of personal cell phones.**

### f. Resolution 137 – Credit Card Policy – Karen Shay

Action tabled until meeting of August 17, 2021.

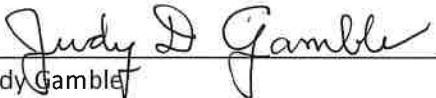
## 8. Requests for Waiver of Late Fee – Judy Gamble

No requests were received this month. There are still many outstanding payments due for 3rd Quarter.

9. **Checks and Vouchers.** The June 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 10:40 a.m. (Moved by G. Fortmann and seconded by A. Frank.)

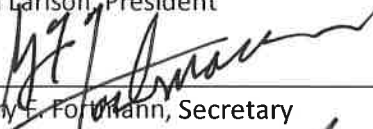
**NEXT BOARD MEETING WILL BE TUESDAY, AUGUST 17, 2021**

Respectfully submitted

  
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Judy Gamble  
Office Administrator

Approved: 17 August 2021

  
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Jim Larison, President

  
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Gary E. Fortmann, Secretary

  
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Al Frank, Commissioner