

SunLand Water District

Board of Commissioners Meeting of September 21, 2021

MINUTES

Purpose: Regular Meeting

1. Call to order. 9:00 AM

Attendees: Commissioners Larison, Fortmann and Frank, Brian Scott, 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 August 17, 2021 and the special budget meeting of September 8, 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 August 2021 representing 87% of the year's budget were presented and reviewed.

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

- a. The Reclaimed Water Use Permit Application has been submitted to the Department of Ecology.
- b. Evolution Controls set up the computer system at the WRF. The control panel and SCADA were updated
- c. Biosolids hauling for the month was 21,000 @2.99%solids.
- d. An SWD employee who reported he had come in contact with a positive COVID-19 person was required to stay home until he was able to get a COVID test. He tested negative and returned to work.
- e. Meters were read the first week in September. The next total water meter read will be the first week of October.
- f. The water level in both wells is about the same as last month as we continue through irrigation season.
- g. Total water production numbers continue to appear high; SWD continues to search for leaks or other reasons for high production. (Note: Karen reported that early results from running the numbers of the September meter read showed a dramatic decrease in leakage percentage which may indicate, hopefully, that water leak detection and subsequent repairs made by the SWD crew in the spring may have worked.)
- h. Schooling for SWD personnel has been completed. Everyone is now up to date on the CEU's for the year.

- i. Sam and Rocky will be taking the WDM2 and WDM1 exam, respectively, in October or early November.
- j. SWD personnel completed the storage building at the upper reservoir \$13,000 under budget.
- k. SWD personnel were dispatched to a home on Sunrise View on August 20th to check a report of a recurring blockage problem on the sewer line caused by tree roots from a neighboring property. The location was inspected and the SWD subsequently had Olympic Sewer and Drain come out twice to run a specialized camera down the cleanout next to the house. A second cleanout located on the property before the SWD main sewer line was discovered. SWD removed the blockage from the line. A letter will be sent to the three affected homeowners on Sunrise View advising that the roots of a very large cedar tree in their area potentially endangers the sewer service of all three properties, as well as causing damage to the main sewer line. Copies will be sent to the SunLand Country Club & Golf and SLOA.

6. Old Business

- a. Legal Report – Judy Gamble
Our attorney, Jeff Davis advised that he is working on finalizing the default and default judgment pleadings. His response regarding the criminal case was “it does not appear to be going anywhere” as he has heard nothing from the Prosecutor’s office.
- b. Emergency Response Plan – Brian Scott
Scott Garner has started to write guidelines for Phases 2 and 3 of the District’s Plan.
- c. Website – All
The website has been updated with new photos for the Gallery.
- d. Irrigation System on the Driving Range – Brian Scott
The SWD crew investigated the irrigation system on the driving range and confirmed the system does require a meter and a backflow protection assembly.
- e. Continued 2022 Budget Review – Karen Shay/Brian Scott
Recommended adjustments to the 2022 budget discussed at the September 8th budget meeting have been made. There was discussion regarding proposed 2022 pay rate increases for SWD personnel to ensure the rate increases are in line with the local prevailing wages and the expected increase in the cost of living. The Board will review again at the October meeting.

7. New Business

No new business.

8. Requests for Waiver of Late Fee – Judy Gamble

No requests received this month. There are still four overdue payments for third quarter. Numerous notifications have been sent to the homeowners.

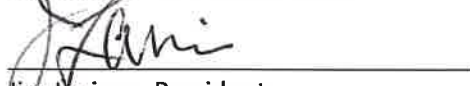
- 9. **Checks and Vouchers.** The August payroll summary with detail, a transfer check, and a vendor voucher were signed by the Commissioners.
- 10. **Adjournment – M/S/P to adjourn the meeting at 10:20 a.m. (Moved by G. Fortmann and seconded by A. Frank.)**

NEXT REGULAR BOARD MEETING WILL BE TUESDAY, OCTOBER 19, 2021 AT 9 A.M.

Respectfully submitted


Judy Gamble
Office Administrator

Approved: 19 October 2021


Jim Larison, President


Gary B. Fortmann, Secretary


Al Frank, Commissioner