

SunLand Water District

Board of Commissioners Meeting of November 16, 2021

MINUTES

Purpose: Regular Meeting

1. Call to order. 9:04 AM

Attendees: Commissioners Larison, Fortmann and Frank, Brian Scott, district manager, Judy Gamble, office administrator, Karen Shay, bookkeeper and Division 17 representative, Tom Hamman

2. Minutes: It was M/S/P to approve the minutes of the regular meeting of October 19, 2021. **(Moved by G. Fortmann, seconded by A. Frank.)**

3. Public Comment Period: No comments given.

4. Financial Report: Karen Shay's reports for October 2021 representing 83% of the year's budget were presented and reviewed in detail. It was noted that Congress approved an Infrastructure Bill of which Washington State is supposed to receive \$55 billion. The Board asked Brian Scott to investigate the SWD's eligibility to being granted some of those funds to help offset the cost of future SWD infrastructure upgrades.

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. Rich and Rocky are working with Scott to create a new coliform test site. Rocky will take over taking the monthly coliform samples.
- b. Biosolids hauling for the month was 7,000 lbs. @3.18% solids.
- c. 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.
- d. Willy and Rich moved the fence for the road project at Woodcock and Sequim-Dungeness Way and Judy has billed Mark Sundt for the materials.
- e. The yearly crop report was completed.
- f. Equipment at the WRF is being winterized.
- g. Meters were read the first week in November. The next total water meter read will be the first week of December.
- h. The water level in both wells is much better with the lower production.
- i. Total water production numbers continue to appear a lot lower. The SWD continues to search for leaks.
- j. SWD staff is working on putting in new butterfly valves in the reservoirs.
- k. With all of the new construction going on in Sequim, the District has been concerned about water rights and made inquiries. Brian received a reply from the Washington State Department of Ecology stating that all of SunLand Water District's water rights are senior to the City of Sequim's Port Williams Well Field permit.

- l. Sam and Rocky have passed their exams. Rocky is now a Water Distribution Manager I and Sam is a Water Distribution Manager II-In Training. Both will receive pay raises commensurate with District Policy. It was noted that for the first time, all SWD personnel are certified.
- m. Rocky and Sam will be taking an online Cross Connection class the end of the month and will be taking the CCS State Certification test on December 6, 2021.
- n. The SWD called SLOA's greenbelt person, Bob Eichhorn, regarding a leak at the tennis court and it was quickly repaired.
- o. The SWD and the PUD, with Strait Electric finished moving the electrical boxes at the main lift station. The new ship date is November 10-12 for the main lift station generator.
- p. The first estimate for the Highway Lift Station No. 4 is about \$100,000.
- q. Joe Backman from Smith & Loveless will be here the week of November 22nd, along with Ed Mola, for a site visit at Highway Lift Station No. 4.
- r. Brian questioned the District's policy regarding employee performance reviews. There is no formal policy at the present time. The Commissioners agreed that any personnel action that requires documentation can be in the form of a letter to the employee with a copy in their personnel file.
- s. The drainage problem at 117 Horizon View was discussed. The home sits below street level and their drain connects to the main. SWD staff introduced dye into the drain and a few minutes later, the dye appeared at an WRF Lift Station. This should not happen and must be corrected by the County. It was also noted that, in times past, SWD staff have provided sandbags and labor to assist the homeowner to protect his property. The Commissioners requested Brian send a letter to the owner of the property advising that, in the future, the SWD will not be able to provide services involving drainage issues outside of the District's responsibility. Brian will also contact the Clallam County Public Works Roads Division representative for SunLand regarding re-routing of storm water drainage so that it does not impact WRF Lift Stations.

6. Old Business

- a. Legal Report – Brian Scott/Judy Gamble
Attorney Jeff Davis advised Judy to send Mr. Oravetz the bill for the amount of the judgment granted by the court regarding the nuisance suit heard on October 8, 2021. He also stated the SWD could charge the 12% per annum interest allowed by the court on the amount granted in the first judgment in March 2019 not paid by the mortgagor, Wells Fargo, in their July 2020 settlement payment. Mr. Davis further advised that the SWD should not write anything off at this point and should leave the first lien (Sept. 2018) stand, even though the amount of the lien was covered by Wells Fargo. Mr. Davis has recently been in contact with Wells Fargo attorneys and has requested they pay the amount necessary to reinstate water service (2021 water and sewer fees, late charges and the reconnection fee). The Commissioners agreed with Mr. Davis' suggestion that, if these fees are not paid, the SWD could file a new lien after the first of the year covering 2021 charges.
- b. Emergency Response Plan – Brian Scott
Scott Garner has working on writing guidelines for Phases 2 and 3 of the District's Plan.
- c. Website – All
The website has been updated and new photos added to the Gallery. 2022 rates will be published immediately.
- d. Resolution 138: 2022 Maintenance and Operations Budget – Karen Shay/Brian Scott
The final 2022 budget was presented by Karen Shay and reviewed. **It was M/S/P to approve Resolution 138, the Maintenance and Operations Budget for 2022. (Moved by G. Fortmann, seconded by A. Frank.)**

e. Discussion of last Evolution Control proposal – Al Frank

After discussion, it was agreed that Al Frank will contact Evolution Controls and tell them to proceed with the work that has been documented.

7. New Business

a. Newsletter Review – Karen Shay

Karen is working on the SWD Newsletter which she hopes to publish by the end of the month and asked for suggestions of items to include. One suggestion received was to expand biographic information on our new District Manager as well as other employees.

b. Employee Appreciation – Commissioners

All Commissioners expressed the desire to reinstate the annual Employee Recognition gathering which was cancelled last year due to COVID-19 restrictions. The gathering will be held in December, on a date to be determined, and in a venue suitable for all employees.

8. Requests for Waiver of Late Fee – Judy Gamble

No requests received this month. There are still 7 delinquent accounts unpaid for fourth quarter.

9. Checks and Vouchers. The October payroll summary with detail and a transfer check were signed by the Commissioners.


10. Adjournment – M/S/P to adjourn the meeting at 10:55 a.m. (Moved by G. Fortmann and seconded by A. Frank.)

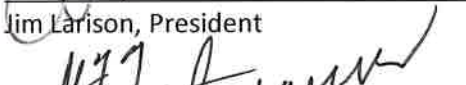
NEXT REGULAR BOARD MEETING WILL BE TUESDAY, DECEMBER 21, 2021 AT 9 A.M.

Respectfully submitted


Judy Gamble
Office Administrator

Approved: 21 December 2021


Jim Larison, President


Gary P. Fortmann, Secretary


Al Frank, Commissioner