

SunLand Water District

Board of Commissioners Meeting of March 15, 2022

MINUTES

Purpose: Regular Meeting

1. Call to order. 9:00 AM

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

2. Minutes: It was M/S/P to approve the minutes of the regular meeting of February 15, 2022. (Moved by G. Fortmann, seconded by J. Larison)

3. Public Comment Period: None.

4. Financial Report: Karen Shay presented and reviewed the February financial reports. Over 67% of budgeted revenue was received in January/February which is 5% higher than the 2021 YTD vs. Budget. More annual payments were received this year than last.

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. WRF staff greased the aerators and mixers at the plant.
- b. Rocky and Rich repaired and replaced a broken yard hydrant.
- c. Fourteen (14) loads of sludge were hauled to the City of Sequim plant, a total of 8400 gallons, of which 2.77% were solids.
- d. The biosolids report was submitted to the DOE.
- e. Willy received bids to replace the Blowers at the WRF.
- f. The next total water meter read will be the first week of April.
- g. The water level in the wells is about the same as it was a year ago (79 ft. at the lower well, and 14 ft. at the upper well). Water loss was 16% for the month of February.
- h. Total water production numbers continue to appear low.
- i. SWD staff continue to search for leaks because water leakage is currently 16%, higher than the allowed 10%, but much lower than it has been in previous years.
- j. SWD Staff repaired a water leak at 168 Fairway Drive.
- k. SWD staff met with the County Road Department on a plan to better drain Taylor east of Fairway Drive.
- l. The SWD worked with Steve from Olympic Sewer and Drain to locate the sewer stub at 125 Sunrise View Avenue.
- m. SWD staff continues to clean out the barn. The old "office" is gone.
- n. The District Manager is working on a quote to the SunLand Golf and Country Club to get sewer service to their Lot 14 in Division 1. Water was discovered to be on location.

Old Business

a. Legal Report – Brian Scott/Judy Gamble

The customer in question has once again not paid the water and sewer bill. In accordance with District policy, service will be terminated March 15, 2022 and our attorney will be informed.

b. Emergency Response Plan – Brian Scott

Progress has been put on hold until after staff have completed the evaluation at the WRF; however, the goal is to have the ERP completed by the end of May.

c. Website – All

No changes or additions other than normal updates.

d. Approval of Sale of Surplus Scrap Metal – Karen Shay

It was M/S/P (moved by G. Fortmann, seconded by J. Larison) to authorize the sale of SWD scrap metal.

e. American Rescue Plan Act Clallam County Funding Application – Judy Gamble/Brian Scott

As requested by SWD Commissioners at the last meeting, an application is being prepared to submit to the Clallam County for funding of three SWD projects under the ARPA allocation for water and sewer infrastructure. (1) the Highway Lift Station (\$100K), (2) a new Blower for the WRF (\$100K) and (3) a new Emergency Generator for the Lower Reservoir (\$150K). Judy submitted for review a draft of the narrative describing the three projects to be submitted with our application and requested input from the Commissioners and staff. The goal is to submit the Application before the end of March.

f. New Business

a. Discussion on Employee Sick Leave – Karen Shay

District policy regarding rollover of sick leave hours was reviewed. It was agreed to change the present 40 hours rollover from year to year to 3 weeks rollover, which is 120 hours for full-time and the equivalent for part-time employees. Karen will update the Employee Manual to reflect the change and present to the Board at the next meeting for approval.

b. Customer Assistance Requests – Brian Scott

Occasionally a homeowner will request an SWD employee to repair a leak on their property or inside their home. Such a request was made just recently. Although it is a kind thing to do to assist a resident, it is outside of the SWD's legal responsibility and District Policy. Brian presented a "Customer Assistance Request" form releasing the SWD from any liability, which would be signed by the homeowner before assistance could be given. After review, the Commissioners decided not to use the form at this time and to reinforce to all employees that they should not go beyond the outside water meter in making any kind of leak repair on a resident's property and definitely not inside a home. It was further suggested that if some sort of release of liability form be needed in the future, it should be submitted to the SWD's attorney for review before being put to use.

c. Relocation of Emergency Generator for Lower Reservoir – Brian Scott

A new Emergency Generator has been ordered with a delivery sometime in August of this year. Should there be a power outage, this generator critical in keeping the water supply pumps operational. It is desirable, for many reasons, to locate the new generator outside on the far side of the barn from the main office. Not only would it cut down on the noise factor close to the office, but the new site can be prepared well in advance of delivery and the new unit can be placed and put online in a much shorter period of time. **It was M/S/P to authorize the relocation of the Lower Reservoir Emergency Generator (moved by G. Fortmann and seconded by J. Larison).**

8. Requests for Waiver of Late Fee – Judy Gamble

Shut-off notices were posted at 11 homes on March 1st. As of today, only two accounts remain unpaid for 1st quarter and are scheduled for termination of service. A call was received on Friday, March 11, from one of these accounts. The owner has been living in Arizona for the past two years and was just recovering from an illness. He promised to mail a payment check immediately and requested an extension of the shut-off date. **The Commissioners approved holding off terminating his service for two weeks.** The other account to be terminated has a long history of delinquency and service at this home will be shut-off by close of business today, March 15, 2022.

- g. **Checks and Vouchers.** The February payroll summary with detail, a vendor payment voucher, and a transfer check were signed by the Commissioners.
- h. **Adjournment – M/S/P to adjourn the meeting at 10:44 a.m. (Moved by G. Fortmann and seconded by J. Larison.)**

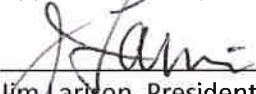
NEXT REGULAR BOARD MEETING WILL BE TUESDAY, APRIL 19, 2022 AT 9 A.M.

Respectfully submitted

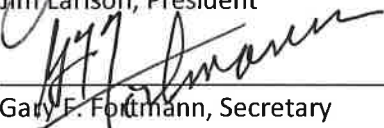


Judy Gamble
Office Administrator

Approved: 19 April 2022



Jim Larison, President



Gary F. Fortmann, Secretary

Al Frank, Commissioner