

SunLand Water District

Board of Commissioners Meeting of April 19, 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, Division 17 representative Tom Hamman and resident Keith Parsons. Commissioner Al Frank attended via Zoom.

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

3. Public Comment Period: None.

4. Financial Report: Karen Shay presented and reviewed the March financial reports. Over 70% of budgeted revenue was received through March which is 3.5% higher than the 2021 YTD vs. Budget. Also received was a non-budgeted utility hookup fee of \$10,000 and a \$6,650 credit from the PUD (overbilled the SWD due to a change in meters at Reservoir 1).

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 ordered a new pump for the blower that failed; however, the new blower was defective and returned to the vendor for replacement. The old blower is being refurbished.
- b. Rocky replaced the chains on the spray line at the plant.
- c. Sixteen (16) loads of sludge were hauled to the City of Sequim plant, a total of 15,400 gallons, of which 2.73% were solids.
- d. Willy and Rich are working on the O&M Report for the DOE due May 15th.
- e. Irrigation fields' monitoring wells were sampled and reported to the DOE.
- f. Rich did lab performance testing and is waiting for results.
- g. The next total water meter read will be the first week of May.
- h. The water level in the wells is 79 ft. at the lower well, and 15 ft. at the upper well. Water loss was 19% for the month of March.
- i. Total water production numbers are starting to move up. SWD staff continue to search for leaks.
- j. SWD staff worked on cleaning the upper and lower reservoirs. Reports are all good.
- k. SWD staff are doing a system flash of the waterlines.
- l. A water staff member was let go by the District Manager on April 13th and the SWD is working to fill the vacant position.
- m. SWD staff continues to clean out the barn between other projects.
- n. The District Manager attended a Spring Conference presented by the Washington Association of Sewer & Water Districts (WASWD).

6. Old Business

a. Legal Report – Brian Scott/Judy Gamble

The District has been notified by the Court that the home at 100 SunLand Drive is in foreclosure and will be auctioned at the end of July. Water service was terminated on March 15, 2022 at the residence for non-payment of first quarter services. Our attorney was informed. Although past due water and sewer bill will have to be paid by the new owner before service will be restored, payment of the amounts due to the SWD for past court judgments against the owner is questionable.

b. Emergency Response Plan – Brian Scott

Scott Garner has been working on the plan and passed on the draft to Judy for proofing and reformatting. The goal is to have the ERP completed by the end of May.

c. Website – All

The job vacancy and normal updates have been posted to the website.

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

The SWD's application for funding under the ARPA was submitted to the Clallam County Board of Commissioners on April 1. The SWD requested funding of three 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). There has been no response from the Board as yet. Judy will send an email to make sure the application was received.

7. New Business

a. Employee Manual Update – Karen Shay

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 has updated the Employee Manual to reflect the change. (See Item c. below.)

b. Vehicle Purchase – Brian Scott

The District's old Ranger truck is due to be replaced in the 2023 budget. A new 2023 Ford Maverick small pick-up is becoming available in August 2022 for approximately \$20,000. **After discussion, it was M/S/P (moved by G. Fortmann and seconded by A. Frank) to authorize the District Manager to make the deposit necessary to order the new truck.**

c. Policy re Employee Promotions – Brian Scott/Karen Shay

The SWD currently has no written policy regarding the consideration of promoting an employee who may have assumed increased responsibilities not previously required in their position. Karen was asked to include such a clause in the Employee Manual Update(referenced in Item a. above) and the Board will vote to approve both changes at the May meeting.

8. Requests for Waiver of Late Fee – Judy Gamble


No requests received.

9. Checks and Vouchers. The March payroll summary with detail, an April payroll report for the terminated employee, a vendor payment voucher, and a transfer check were signed by the Commissioners.

10. Adjournment – M/S/P to adjourn the meeting at 9:55 a.m. (Moved by G. Fortmann and seconded by A Frank.)

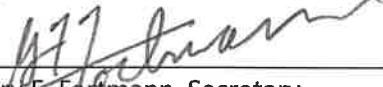
NEXT REGULAR BOARD MEETING WILL BE TUESDAY, MAY 17, 2022 AT 9 A.M.

Respectfully submitted


Judy Gamble
Office Administrator

Approved: 17 May 2022


Jim Larson, President


Gary F. Fortmann, Secretary


Al Frank, Commissioner