

# SunLand Water District

## Board of Commissioners Meeting of May 17, 2022

### 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, and Division 17 representative Tom Hamman.

**2. Minutes:** It was M/S/P to approve the minutes of the regular meeting of April 19, 2022. (Moved by G. Fortmann, seconded by A. Frank)

**3. Public Comment Period:** None.

**4. Financial Report:** Karen Shay presented and reviewed the April financial reports. Over 76% of budgeted revenue was received through April.

**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 re-installed the repaired new pump for the blower. It is back in service and running well.
- b. Lab test and monthly reports were submitted to the DOE.
- c. Seventeen (17) loads of sludge were hauled to the City of Sequim plant, a total of 22,400 gallons, of which 2.72% were solids.
- d. Willy submitted the O&M Report to the DOE that was due May 15<sup>th</sup>.
- e. Irrigation fields' monitoring wells were sampled and reported to the DOE.
- f. The lab performance tests performed and submitted by Rich passed with flying colors.
- g. The next total water meter read will be the first week of June.
- h. The water level in the wells is 77 ft. at the lower well, and 14 ft. at the upper well. Water loss was 22% for the month of April.
- i. Total water production numbers continue to move up. SWD staff are always searching for leaks.
- j. SWD staff worked on cleaning the upper and lower reservoirs. Reports are all good.
- k. SWD staff completed a system flash of the waterlines.
- l. The District Manager hired Joe Beeson as the new Utility/Maintenance Worker. Joe previously performed landscape maintenance for the SunLand Golf and Country Club.
- m. SWD staff continues to clean out the barn between other projects.
- n. SWF staff discussed the correct location of the property line with a homeowner adjacent to the upper reservoir. SWD found the property corners and ran a string to show the property line between SWD property and his property. Homeowner is satisfied.

- o. Brian, Scott and Rocky were invited and attended a Division 17 Board Meeting this month in order to explain the State of Washington's Cross Connection (Backflow Prevention) rules and regulations and the need for BPAs for all underground sprinkler systems plus the State's requirement for annual testing.

## 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 July 29th. Water service was terminated on March 15, 2022 at the residence for non-payment of first quarter services. Payment was not received for second quarter and an additional late charge has been assessed. Our attorney was informed. Although the 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 doubtful. SWD's attorney advised that because the new homestead amount in Clallam County is well over \$352,000, he does not feel the judgements owed to the SWD will be paid after the sale. It will depend upon the sale price of the home.

### b. Emergency Response Plan – Brian Scott/Judy Gamble

Judy is working on for proofing and reformatting. The Board advised Judy to bring to the Board when ready for review.

### c. Website – All

Commissioner Al Frank requested that the results of the "second round" testing of SunLand's wastewater for COVID-19 be posted. In 2020-21 the SWD participated in a study encouraged by WASWD and sent weekly samples to Arizona State University (ASU). Weekly test reports were sent out to SunLand residents for almost a year. When the Governor announced that Washington would reopen, the Board discontinued sampling on May 30, 2021. Shortly thereafter, ASU commenced a new study (i.e., "second-round") and requested the SWD's participation. For several weeks, samples submitted by the WRF have been tested by ASU. It was noted that test reports received from ASU have not been distributed as yet to SunLand residents. Most of the test reports have shown low or non-detectable virus, but the latest tests have reflected the overall increase in COVID-19 cases in Clallam County. The Commissioners requested Judy to start putting the reports on the SWD 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). On April 20<sup>th</sup>, the CC Board acknowledged receipt and stated it was planned to review the application the week of April 25<sup>th</sup> but there has been no response. Judy emailed a request for a status update on May 12<sup>th</sup>.

## 7. New Business

### a. Resolution 121 Employee Manual Update – Karen Shay

Karen presented an update to the Manual with the following topics added/changed:

1. 3.0.3 Compensation – Adjustments to Compensation for reasons including cost of living adjustments, certification achievements and increase or decrease in responsibilities or job title.
2. 4.0 At-Will Employment – explaining that Washington State is an at-will employment state.
3. 5.0.2 Medical and Family Leave – ability to roll over 3 week's unused time to the following year.

**It was M/S/P (motion by G. Fortmann, seconded by A. Frank) to approve the 5/17/22 update to the Employee Manual as presented by Karen Shay.**

### b. Sam McCullough – 2021 Workwear Reimbursement Request – Karen Shay

Former employee, Sam McCullough, requested he be reimbursed for an unused 2021 workwear stipend for work boots ordered in 2021 but not received due to a backorder situation. The boots were not paid for but Sam maintains the stipend was encumbered preventing him from acquiring other workwear items. After

reviewing the circumstances, and a review of amounts already paid to Mr. McCullough, the Commissioners did not approve the request. Karen will inform Sam of the decision.

c. Rocky Burbank Promotion/Raise – Karen Shay

Rocky Burbank was promoted on May 1, 2022 from Utility Worker to Water District Operator I.

In keeping with District policy, **it was M/S/P (motion by G. Fortmann and seconded by A. Frank) to increase Rocky's hourly pay commensurate with his new responsibilities and job title.**

d. Move Up New Computer Purchase for Karen Shay from 2023 to 2022 – Karen Shay

Karen's desktop computer is very slow and failing and must be replaced earlier than anticipated by either a new desktop or, preferably, a laptop. **It was M/S/P (motion by G. Fortmann and seconded by A. Frank) to approve the purchase of a new computer in 2022.** Al Frank will work with Karen to be sure that the new computer will be compatible with Windows 11.

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

One resident is having severe financial difficulties and has only been able to pay \$150 towards the second quarter payment. She has applied for assistance from various agencies and requests that the District waive the \$25.00 late charge for second quarter. The Board agreed that, if the balance of \$200 is paid before the end of May, the late charge will be waived.

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

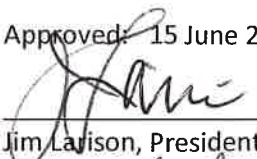
10. **Adjournment – M/S/P to adjourn the meeting at 9:58 a.m. (Moved by G. Fortmann and seconded by A Frank.)**

**NEXT REGULAR BOARD MEETING WILL BE TUESDAY, JUNE 15, 2022 AT 9 A.M.**

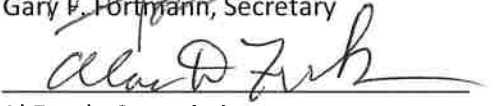
Respectfully submitted

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Judy Gamble  
Office Administrator

Approved: 15 June 2022

  
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Jim Larison, President

  
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Gary F. Fortmann, Secretary

  
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Al Frank, Commissioner