

SunLand Water District

Board of Commissioners Meeting of June 21, 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 May 17, 2022. (Moved by G. Fortmann, seconded by A. Frank)

3. Public Comment Period: None.

4. Financial Report: Karen Shay presented and reviewed the May financial reports. Over 80% of budgeted revenue was received through May.

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 completed quarterly well testing
- 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 14,200 gallons, of which 2.80% were solids.
- d. A new pressure switch for the reclaimed water wash-down pump was installed.
- e. The field harvest produced 137 tons of silage.
- f. The bi-yearly maintenance has begun.
- g. The WRF received an award from the DOE for outstanding performance in 2021.
- h. Brian Scott passed the Wastewater Test and is now a certified WW Operator I.
- i. The next total water meter read will be the first week of July.
- j. The water level in the wells is 76 ft. at the lower well, and 15 ft. at the upper well. Water loss was 21% for the month of April.
- k. Total water production numbers continue to move up. SWD staff are always searching for leaks.
- l. SWD staff worked on mowing and cleaning the upper and lower reservoirs. Reports are all good.
- m. SWD staff are staying busy with lawn and building maintenance.
- n. Joe Beeson has been here a month and working out great.
- o. SWD staff continues to clean out the barn between other projects.
- p. SWD staff is prepping for the new Highway Lift Station.
- q. Judy attended a Zoom MRSC presentation on June 16th regarding 2022 Legislative Updates on Public Records and OPMA Bills.

- r. Two water totes, each with a 275-gallon capacity, have been purchased for transporting water in case of an emergency.
- s. The Crescent Water Association in Port Angeles is presenting a 2-day class on leak detection. The SWD will send two staff members.

6. Old Business

- a. Legal Report – Brian Scott/Judy Gamble
Nothing new to report. We are awaiting the July 29th auction of the property on Sunland Drive.
- b. Emergency Response Plan – Brian Scott/Judy Gamble
The draft ERP is ready for review and will be circulated through SWD staff.
- c. Website – All
ASU COVID-19 test reports are now posted on our website when received. Joe Beeson's photo will appear soon on the website. Commissioner Al Frank requested that the job description for Utility Worker be removed as the position has been filled.
- d. American Rescue Plan Act Clallam County Funding Application – Judy Gamble/Brian Scott
The Clallam County Board of Commissioners asked a few questions regarding our submittal which were answered on June 3rd. The reply from the Board was that they would review the materials and get back to the SWD the following week but two weeks have passed without a response.

7. New Business

- a. Amendment/Change to Resolution 120 Payments, etc. – Judy Gamble
Judy presented an update to Section 4.02 Late Charges and added Section 4.08.1 regarding Auctioned Property. Upon the advice of MRSC, a listing of acceptable reasons to be considered in determining good cause for a late payment would be added. Section 4.08.2 is a new section to put in writing the District's policy of charging the buyer of an auctioned property for all past due service charges and fees before water service is restored and to incorporate good cause reasons for a waiver of any of the charges. The Commissioners suggested an addition to the list of good cause reasons. Judy will bring the revised document back to the Board for approval at the July meeting.
- b. Amendment to Resolution 132, Access and Landscape Trim Policy – Judy Gamble
It was M/S/P (moved by Gary Fortmann and seconded by Al Frank) to approve the addition under Section 2. Landscape Trimming: "If immediate access is required to an inaccessible site, and the owner cannot be contacted, the SWD will trim as necessary and the owner will be billed for time and materials."
- c. Brian Scott – Wastewater Treatment Plant Operator I Certification –
In keeping with District policy, as Brian has now been certified as a Wastewater Treatment Plant Operator I, he is eligible for a salary increase. **It was M/S/P (motion by G. Fortmann and seconded by A. Frank) to increase Brian's hourly pay by \$1.00/hour.**

8. Requests for Waiver of Late Fee – Judy Gamble

No requests have been submitted. OlyCAP has pledged to pay \$200 of the 2nd quarter balance owed by a resident.

- 9. **Checks and Vouchers.** The payroll summary for May 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 10:00 a.m. (Moved by G. Fortmann and seconded by A Frank.)**

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

Respectfully submitted




Judy Gamble
Office Administrator

Approved: 19 July 2022



Jim Larison, President



Gary P. Fortmann, Secretary

Al Frank, Commissioner