

SunLand Water District

Board of Commissioners Meeting of August 16, 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

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

3. Public Comment Period: None.

4. Financial Report: Karen Shay presented and reviewed the July financial reports. Over 90% of budgeted revenue was received through July. Karen presented a preliminary look at the 2023 budget. A meeting has been scheduled with SWD staff to review equipment and other needs for next year which may be included in the budget.

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. The SBR basin was drained and cleaned. The flock tank filters were also cleaned.
- b. New batteries were installed on the plant generator.
- c. Twelve (12) loads of sludge were hauled to the City of Sequim plant, a total of 16,800 gallons, of which 2.82% were solids.
- d. A tour was given to the new on-call generator mechanic who will service all SWD generators.
- e. The next total water meter read will be the first week of September.
- f. The water level in the wells is 76 ft. at the lower well, and 15 ft. at the upper well. Water loss was 13% for the month of July, a drop of 3% from last month.
- g. Total water production numbers are starting to move up. SWD staff continue to search for leaks and bad meters. The Board agreed with Brian's plan to hire Hydrevo, a leak detection service at a rate of between \$1500-\$1800 to do leak detection tests on all of the SunLand community.
- h. Maintenance was performed on all bypass pumps.
- i. Steve from Olympic Drain cleaned the swell on Fairway Drive.
- j. SWD staff continue to work on the barn and it is ready for drywall.
- k. Water service for 100 Sunland Drive will be restored on 18 August for the new owner.
- l. Scott built a manifold for drinking totes, as required by the Emergency Response Plan. It will be ready to do a test run next week.

6. Old Business

a. Legal Report – Brian Scott/Judy Gamble

The property at 100 Sunland Drive was sold. The property was purchased by Mr. John Leibel who owns other properties in SunLand. Mr. Leibel has paid all past due amounts and fees in order to restore service. The SWD will continue to pursue payment of court judgements against the former owner.

b. Emergency Response Plan – Brian Scott/Judy Gamble

Scott recently provided Judy the write-up regarding emergency distribution of water to incorporate into the ERP. (Note the Board approved the plan at their July 19th meeting with the caveat that this addition be made before distribution.) Judy will bring back at the next meeting.

c. Website – All

The website is updated continually.

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 the Board has not responded. Judy has sent a few emails asking for status and called the CC Board and left a message but has received no reply. Judy will keep trying to find out if our application is still being considered.

7. New Business

a. Mike Langley Dedication of Office Building to Mike Langley – All

Judy reported the pricing was too expensive for cast bronze and way out of the allowed budget to purchase the plaque. A very nice cast aluminum plaque was found for \$125 plus tax. The Board unanimously approved the purchase.

b. Employee Manual Review – Jim Larison

For clarification purposes, Jim Larison, proposed the following change to the SWD Employee Manual:

9.0.2 Operating SWD Vehicles and Equipment

When operating an SWD vehicle public roads, you must obey all laws and cautionary rules.

No SWD vehicle may be operated without a valid Washington State driver's license and without the permission of your supervisor. No SWD vehicle or equipment may be used for personal business.

If asked to use your personal vehicle for SWD business, you will be compensated at the then current mileage rate as established by the IRS.

It was M/S/P (moved by G. Fortmann and seconded by A. Frank) to approve the change as presented.

8. Requests for Waiver of Late Fee – Judy Gamble

Catherine Ferri: A \$350 check for 3rd quarter was received from OlyCAP. They cannot pay late fees. Ms. Ferri requests the Board waive her late fee for 3rd quarter. The Board approved the waiver. OlyCAP pledged to pay \$200 of the 2nd quarter balance owed and verified that the check should arrive in mid-August.

Barbara Grant: A check was mailed on July 5th but was never received by the SWD. This customer has an excellent payment record. The Board approved waiver of the late fee for Ms. Grant.

Eleonora Sager: A bank check (verified by bank) was mailed around 6/28/22 but never received by the SWD. This customer also has an excellent payment record. The Board approved waiver of the late fee.

Janice Littlefield: Property changed hands in April but title company did not inform the SWD. Former owner paid through 2nd Quarter. Our emails regarding 3rd quarter never reached her but the late fee bill was forwarded to her in Texas. She called and informed us of the sale. The new owner, Ms. Littlefield, was contacted and will come in and pay for 3rd quarter. She requests a waiver of the late fee. The Board approved a waiver of the late fee upon receipt of the 3rd quarter payment.

9. **Checks and Vouchers.** The payroll summary for July 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 10:03 a.m. (Moved by G. Fortmann and seconded by A Frank.)**

NEXT REGULAR BOARD MEETING WILL BE TUESDAY, SEPTEMBER 20, 2022 AT 9 A.M

Respectfully submitted



Judy Gamble
Office Administrator

Approved: 20 September 2022



Jim Larison, President



Gary F. Fortmann, Secretary



Al Frank, Commissioner