

# SunLand Water District

## Board of Commissioners Meeting of September 20, 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 August 16, 2022. (Moved by G. Fortmann, seconded by A. Frank)

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

**4. Financial Report:** Karen Shay presented and reviewed the August financial reports. Over 93% of budgeted revenue was received through August.

- 5. Manager's Report:** The Board reviewed the report written by Brian Scott which will be appended to the official meeting minutes. Highlights include:
- Raptor maintenance was performed at the head works.
  - New brushes were installed on the auger.
  - Eighteen (18) loads of sludge were hauled to the City of Sequim plant, a total of 25,200 gallons, of which 3.03% were solids.
  - The DOE biosolids permit was submitted on September 1, 2022 before the September 15<sup>th</sup> due date.
  - The outside laboratory used for testing failed to run samples within the prescribed time limit. The DOE was notified of the reason for the non-compliance.
  - The next total water meter read will be the first week of October.
  - The water level in both wells: 79 ft. at the upper well, and 16 ft. at the lower well. Water loss was 14% for the month of August. The Commissioners asked that the staff research data and inform the Board regarding the change in well levels from 5 years ago to the present day.
  - Hydrevo, the leak detection service we hired, went through our whole system on Sept. 6 and 7. They found five leaks totaling about 650,000 gallons. This would have dropped 7% less in water loss for the month. SWD staff have repaired three of the leaks so far.
  - The upper reservoir had to be drained and cleaned due to bad samples.
  - SWD staff will replace the big fan at the upper reservoir that is failing.
  - SWD staff continue to work on the barn and drywall is going up.
  - Per our Emergency Response Plan, drinking totes are ready to put in service at any time they are needed. They are being stored at the upper reservoir.
  - The new ship date for the lower reservoir generator is 10/21/22.
  - The new Ford truck is on order for next year.

## 6. Old Business

### a. Legal Report – Brian Scott/Judy Gamble

Judy sent an email to the SWD's attorney asking if he knew of a new mailing address for the former owner of 100 Sunland Drive. She also asked if there was any new information regarding the status of the judgements against the former owner and the amount he still owes the District. There has been no response as yet.

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

The suggestions made at the last Board meeting were incorporated into the ERP and it is ready to be distributed. Besides the SWD offices, copies will be sent to the Department of Health, the Clallam County Fire Department, SLOA and the CERT group.

### 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 notified the SWD that our application for funding of capital expenditure projects under the ARPA grant is still under consideration

### e. Dedication of Office Building to Mike Langley – All

Everything is ready for the dedication to take place at 11:30 a.m. Several members of Mike Langley's family are expected to attend. The president of SLOA has been invited as well as former Commissioner Pepper Putnam. The building will henceforth be called the J. Michael Langley SunLand Water District Office.

### f. COVID Policy – Jim Larison

President Biden has declared the pandemic to be over. The SWD previously set up a policy regarding days in quarantine, etc., for SWD employees exposed to COVID. It was decided to leave the policy in place until December 31, 2022 unless there is a change declared by Clallam County at an earlier date. The COVID policy will be reviewed at the December meeting.

## 7. New Business

### Draft Budget for 2023 – Karen Shay

Karen went over the latest draft of the detailed 2023 budget with the Board.

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

No requests submitted. Judy reported the \$200 from OlyCAP paying the balance of a resident's 2<sup>nd</sup> quarter payment has been received. There were 6 customers who received a shut off notice at their door. All 6 paid their bill before the shut-off time.

### 9. **Checks and Vouchers.** The payroll summary for August with detail and a vendor payment voucher were signed by the Commissioners.

### 10. **Adjournment – M/S/P to adjourn the meeting at 10:36 a.m. (Moved by G. Fortmann and seconded by A Frank.)**

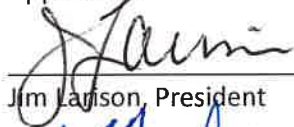
**NEXT REGULAR BOARD MEETING WILL BE TUESDAY, OCTOBER 18, 2022 AT 9 A.M**

Respectfully submitted

---

Judy Gamble  
Office Administrator

Approved: 18 October 2022



---

Jim Larson, President



---

Gary F. Fortmann, Secretary



---

Al Frank, Commissioner