

SunLand Water District

Board of Commissioners Meeting of October 18, 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 guest Tim Berger resident of Southern View Estates

2. Minutes: It was M/S/P to approve the minutes of the regular meeting of September 20, 2022. (Moved by G. Fortmann, seconded by A. Frank)

3. Public Comment Period: Mr. Berger informed the Board that he has 39 years working in the water and wastewater sectors and offered his services to the District whenever needed.

4. Financial Report: Karen Shay presented and reviewed the September financial reports. 94% of budgeted revenue was received through September.

- 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 field harvest and crop samples amounted to 55 dry tons.
 - b. Quarterly and yearly monitoring well testing was completed.
 - c. Nineteen (19) loads of sludge were hauled to the City of Sequim plant, a total of 26,600 gallons, of which 2.96% were solids.
 - d. A new blower was ordered for the WRF. This blower to be installed outside the building.
 - e. The WRF spray line was oiled.
 - f. Maintenance on the ponds was performed and they were washed down.
 - g. The next total water meter read will be the first week of November.
 - h. The water level in both wells was slightly lower: 77 ft. at the upper well, and 15 ft. at the lower well. Water loss was 16% for the month of September.
 - i. The SWD staff repaired a leak on Turnagain Place. Jim Larison asked for a report of total costs for this repair.
 - j. Rocky took monthly samples to the County and sent nitrate samples from both wells to Spectra.
 - k. The fan at the Upper Reservoir was replaced.
 - l. The drywalls up in the barn and staff are taping and muddle the walls.
 - m. The Highway Lift Station should be delivered the first week in November.
 - n. The ship date for the new generator for the Lower Reservoir is October 21st.
 - o. The ERP drinking totes are being stored at the Upper Reservoir and are ready to put into service when needed.

Al Frank asked when the diesel mechanic is scheduled to come to the District. He usually comes four times a year and should be on a schedule. Brian will find out and report.

6. Old Business

a. Legal Report – Brian Scott/Judy Gamble

Judy reported the District received Notice of Excess Funds from Seattle attorneys that after the foreclosure sale of the property at 100 Sunland Drive and after paying taxes, etc., surplus monies exist which may be used to pay outstanding liens, judgments, etc. Judy has been working with attorney Jeff Davis and have come up with an amount. Jeff will file a Motion on October 21st to Release Surplus Funds on behalf of the SWD. We can expect there to be a hearing next month. The SWD's lien filed in 2018 appears to be the senior post-foreclosure lienholder.

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

Jim Larison had a couple of updates – a new average water use graph through 2021 and he asked that an updated photo of the WRF office be taken which shows the SCADA system.

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.

Karen Shay mentioned the Department of Commerce is accepting applications for an “electrification grant” which might provide funding for solar panels on the barn and possibly the WRF. The Commissioners were enthusiastic about the possibility. Judy will check it out.

e. Draft Budget for 2023 – Karen Shay

The Commissioners agreed the new budget will include a 6% pay increase for employees which would translate to a 5.5% rate increase for residents. Karen will incorporate the increase and present the final budget for Board approval at the November 15th meeting.

7. New Business

a. New Truck – Brian Scott

The Ford truck has been ordered and should be delivered in March 2023.

b. Vision Training Conference – Karen Shay

Karen reported on the training session she just attended. She met the new owners of Vision who will be making improvements in the system. They are also adding much needed staff.

c. Christmas Lunch

The Board was unanimously in favor of having a Christmas Lunch in mid-December. Judy will see what dates are available to reserve the Gathering Place at the SLOA office.

8. Requests for Waiver of Late Fee – Judy Gamble

No requests submitted.

9. **Checks and Vouchers.** The payroll summary for September with detail, a transfer check and a vendor payment voucher were signed by the Commissioners.
10. **Adjournment – M/S/P to adjourn the meeting at 10:10 a.m. (Moved by G. Fortmann and seconded by A Frank.)**

DECEMBER 20, 2022

NEXT REGULAR BOARD MEETING WILL BE TUESDAY, ~~NOVEMBER 23, 2022~~ AT 9 A.M

Respectfully submitted

Judy Gamble
Office Administrator

Approved: 15 November 2022

Jim Larison, President

Gary F. Fortmann, Secretary

Al Frank, Commissioner