

SunLand Water District

Board of Commissioners Meeting of December 22, 2022

MINUTES

Purpose: Regular Meeting (Note: Because of inclement weather, the Board Meeting was postponed from the regular meeting date of Tuesday, December 20nd, to Thursday, December 22nd.)

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 Tim Berger, consultant

2. Minutes: It was M/S/P to approve the minutes of the regular meeting of November 15, 2022. (Moved by G. Fortmann, seconded by A. Frank)

3. Public Comment Period: N/A

4. Financial Report: Karen Shay presented and reviewed the November financial reports. 105% of budgeted revenue was received through December. This is due to utility hook-ups, investment interest and advance Q1 payments.

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. Staff have winterized the equipment at the WRF.
- b. The new dissolved oxygen meter and the new flow meter for effluent flow have been received.
- c. Ten (10) loads of sludge were hauled to the City of Sequim plant, a total of 14,000 gallons, of which 2.85% were solids.
- d. Willy met with Straits Electric to discuss upcoming blower project at the WRF.
- e. The next total water meter read will be the first week of January.
- f. The water level in both wells show little change: 77 ft. at the upper well, and 17 ft. at the lower well. Water loss was 10% for the month of November, the lowest YTD for 2022. Staff continue to look for bad meters.
- g. SWD staff received and installed the new lower reservoir generator. The transfer switch has just been delivered.
- h. Staff is preparing for delivery of the Highway Lift Station scheduled to arrive the beginning of January.
- i. Rocky took monthly samples to the county lab this week.
- j. SWD staff cleaned the Taylor Lift Station pump. It was full of rags and bags.
- k. Staff repaired a service line that was cracked at 162 Fairway Drive.
- l. 121 Fairway Drive reported a leak at the meter box but turned out to have plugged gutters.
- m. Work on the new office room and barn is coming along very well.
- n. Steve from Olympic Sewer & Drain used his camera to locate the main sewer line at 103 Prater Place.
- o. Work on the new office in the barn is coming along. Lights, texture and all plumbing fixtures are installed.
- p. Enduris Insurance claim funds of \$1,986.50 were received for upper reservoir roof damage during the wind storm. Total cost to remove trees and repair the roof will be \$2,986.50 but there is a \$1,000 deductible.

6. Old Business

a. Legal Report – Brian Scott/Judy Gamble

No funds were granted the SWD from the excess funds resulting from the foreclosure sale of Mr. Oravetz' home at 100 Sunland Drive at the December hearing. SWD's attorney informed us that, even though the District's lien

may be superior over other liens, Mr. Oravetz recorded a Homestead Claim which changed everything. Under RCW 6.13.080, the Homestead Claim does not protect against HOA liens (which is why SLOA received part of the funds), but nothing is mentioned about water district liens. Under the Water District Statute, RCW 57.08.081, a properly perfected water district lien is only subject to liens for general taxes and does not specifically mention the homestead provision. Therefore, there is a conflict between the two statutes. There have been no court cases interpreting RCW 57.08. Given the dollar amount involved, the attorney did not recommend the District pursue further action.

b. Website – All

An updated photo of the WRF office showing the SCADA system was put on the website. A smaller version of the same photo was put in the Gallery photos.

c. American Rescue Plan Act Clallam County Funding Application – Judy Gamble/Brian Scott

The Clallam County Board of Commissioners has not rejected nor approved the SWD's ARPA grant application which is still under consideration.

d. Online Payments – “Invoice Cloud” – Karen Shay/Judy Gamble

In order to ascertain how many residents would use an expanded online payment option called “Invoice Cloud”, Judy sent out a survey via email. The options were (1) pay with credit/debit card with a 2.95 fee; (2) using the new system if there were no charge or (3) keeping the status quo and pay by cash or check. 94 responses received (out of 946 emails) -50 would keep the status quo; 38 would pay online if there were no charge and only 6 would pay online regardless of the fee. Due to lack of interest, there will be no change in the District's payment policy.

7. New Business

a. CD Options – Karen Shay

Karen reviewed the current CD interest offerings at local banks. Karen will investigate further and report at the next meeting.

b. Researching Solar Energy – Jim Larison

The Department of Commerce is accepting applications for an “electrification grant” which might provide a 50% match for funding installation of solar panels on the WRF. The funding is closed for 2022 but additional funding will be available in 2023. Staff will investigate further. Tim Berger will be working with the District and investigating this project.

The Community Economic Revitalization Board (CERB), another Department of Commerce entity, has funds available for both construction and planning which may apply to installing solar panels. In an email from Leslie Wolff, Outreach Specialist, she offered to visit the SWD and discuss our proposed projects. The Board asked Judy to make the appointment.

In addition, Karen was asked to check out “refunds.com” which is supposed to provide some sort of monetary refund for organizations that kept their employees working during the COVID-19 pandemic.

8. Requests for Waiver of Late Fee – Judy Gamble

A homeowner (Nicki Reed) who was charged a late fee for third quarter, requested a waiver since it the home was a new purchase and the title company was supposed to pay the 3rd quarter payment and did not send us a check. The Board agreed to waive the \$25.00 late fee and Judy will credit the account.

OlyCAP will pay for a resident's 4th Quarter payment and late charge. The payment should reach us by the end of December. Hard shut-off date was waived for this resident.

9. **Checks and Vouchers.** The payroll summary for November 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.)**

NEXT REGULAR BOARD MEETING WILL BE TUESDAY, JANUARY 17, 2023 AT 9 A.M
(NOTE: MEETING POSTPONED TO JANUARY 24, 2023 DUE TO ILLNESS)

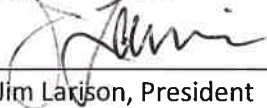
Respectfully submitted



Judy Gamble

Office Administrator

Approved: 24 January 2023



Jim Larison, President



Gary F. Fortmann, Secretary



Al Frank, Commissioner