

SunLand Water District

Board of Commissioners Meeting of November 15, 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 October 18, 2022. (Moved by G. Fortmann, seconded by A. Frank)

3. Public Comment Period: N/A

4. Financial Report: Karen Shay presented and reviewed the October financial reports. 100.5% of budgeted revenue was received through October. This is due to utility hook-ups, investment interest and Q4 payments received.

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 are winterizing 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 December.
- f. The water level in both wells is down from last month: 77 ft. at the upper well, and 15 ft. at the lower well. Water loss was 16% for the month of October.
- g. SWD staff repaired a leak on Southwestern Place.
- h. Rocky took monthly samples to the County Lab.
- i. The Highway Lift Station should arrive the second week in December.
- j. Still awaiting delivery of the new generator for the Lower Reservoir
- k. Steve from Olympic Sewer & Drain was called to the construction sites on Kelsey Court to run the camera down sewer stabs to find the connection point.
- l. Work on the new office room and barn is coming along very well.
- m. During normal morning rounds after the windstorm, it was discovered that a large tree had fallen on the upper reservoir building. Blue Mountain Tree Service was called to take the tree off the roof.
- n. Due to roof damage caused by the tree, SWED asked McCreary & Son Roofing for a repair estimate. At the present time, the roof is not leaking or contaminating the water source.

6. Old Business

- a. Legal Report – Brian Scott/Judy Gamble
The court hearing to hear requests for disburse surplus monies from the sale of the Oravetz property is set for The SWD's lien filed in 2018 appears to be the senior post-foreclosure lienholder.
- b. Emergency Response Plan – Brian Scott/Judy Gamble
The ERP has been copied and distributed to the Department Health, the Clallam County Fire Department, and the CERT group. SLOA was emailed. The ERP is now on our website and residents have been informed.
- c. Website – All
An updated photo of the WRF office showing the SCADA system was put on the website. Jim asked if a smaller version of the same photo could be put in the Gallery photos.
- d. 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 AKPA grant application is still under consideration.
- e. Approval of Budget for 2023 – Karen Shay
Resolution 140 – SWD Budget for 2023 was presented. **It was M/S/P (moved by G. Fortmann and seconded by A. Frank) to approve the 2023 budget as presented.** Due to inflation affecting all operational areas, there is a 5.7% increase in water and sewer rates. Annual rate for 2023 is \$1480.00 and the quarterly rate is \$370.00. Judy will advise residents by email. Annual bills will be mailed by mid-December.

7. New Business

- a. Update to Employee Manual – Karen Shay
Update to Resolution 121 to add paragraph concerning authority to approve work scheduling, leave, flex time, etc. **It was M/S/P (moved G. Fortmann, seconded by A. Frank) to approve the update to the Employee Manual as written.**
- b. **Solar Energy** - 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.

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.

- c. Christmas Lunch
Brian's wife, Shonna, has once again offered to provide the ham and scalloped potatoes for the Christmas Lunch on December 22nd.

8. Requests for Waiver of Late Fee – Judy Gamble

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

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 10:26 a.m. (Moved by G. Fortmann and seconded by A Frank.)

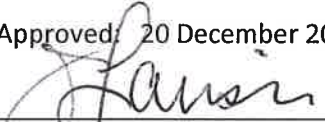
NEXT REGULAR BOARD MEETING WILL BE TUESDAY, DECEMBER 20, 2022 AT 9 A.M

Respectfully submitted

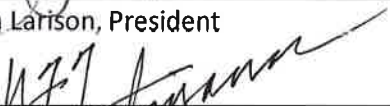


Judy Gamble
Office Administrator

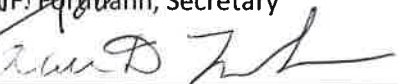
Approved: 20 December 2022



Jim Larison, President



Gary F. Fortmann, Secretary



Al Frank, Commissioner