

# SunLand Water District

## Board of Commissioners Meeting of January 24, 2023

### MINUTES

**Purpose:** Regular Meeting (Note: Due to illness, the Board Meeting was postponed from the regular meeting date of Tuesday, January 17th, to Tuesday, January 24th.)

**1. Call to order. 9:00 AM**

Attendees: Commissioners Larison, Fortmann and Frank; Judy Gamble, office administrator, Karen Shay, bookkeeper and Tim Berger, consultant (District Manager, Brian Scott, was absent due to illness)

**2. Election of Board Positions for 2023. It was M/S/P to elect Jim Larison as President of the Board (moved by G. Fortmann and seconded by A. Frank). It was further M/S/P to elect Gary Fortmann as secretary of the Board (moved by A. Frank and seconded by J. Larison).**

**3. Minutes: It was M/S/P to approve the minutes of the regular meeting of December 22, 2022. (Moved by G. Fortmann, seconded by A. Frank)**

**4. Public Comment Period: N/A**

**5. Financial Report:** Karen Shay presented and reviewed the December end-of-year financial reports.

**6. Manager's Report:** The monthly report, written by Brian Scott, will be appended to the official meeting minutes. Highlights include:

- a. Irrigation test wells were sampled and reported to the State.
- b. The WRF received an extra 200,000 gallons in one week due to snow melt this month.
- c. The conduit for the new flowmeter replacement for Class A was trenched and installed.
- d. The WRF dewatered the #3 digester to thicken biosolids for hauling to the City of Sequim.
- e. The next total water meter read will be the first week of February.
- f. The water level in both wells show little change: 77.5 ft. at the upper well, and 17 ft. at the lower well. Water loss was 9% for the month of December. Staff continue to look for bad meters.
- g. SWD staff and Strait Electric, along with the Cummins technician, installed the new lower reservoir generator and it is up and running.
- h. The Highway Lift Station was delivered January 18<sup>th</sup>.
- i. Rocky took monthly samples to the county lab this week.
- j. The SWD District manager sent a certified letter to 185 Sunset Place regarding the property line dispute.
- k. McCreary and Sons Roofing will begin repair of the upper reservoir roof on January 30<sup>th</sup>.

**7. Old Business**

a. Website – All

Postings are up to date.

b. 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. Judy emailed the County for an update, but has received no response as yet.

c. CD Options – Karen Shay

Karen reviewed the current CD interest offerings at local banks. 2-year CD's First Federal 4.25%; Sound 4.60%. The County offers 3.75%. After discussion, it was M/S/P to open a \$150,000 CD with Sound Bank at 4.60% interest. Funds to come from the District's reserve.

**8. New Business**

a. Solar Grant Application – Jim Larison

The Department of Commerce's "electrification grant" was extensively investigated by Jim Larison and Tim Berger this past month. Unfortunately, the 2023 grant is only for solar plus storage system. There is no grant category for solar alone.

b. Green House Gas Emission Policy – Jim Larison

Jim Larison presented a draft policy for review. The final policy will be brought to the Board for approval in February.

**9. Checks and Vouchers.** The payroll summary for December with detail, a transfer check and a vendor payment voucher were signed by the Commissioners.

**10. Adjournment – M/S/P to temporarily adjourn the regular meeting at 9:36 a.m. for purposes of convening an Executive Session. (Moved by G. Fortmann and seconded by A Frank.)**

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**THE BOARD WENT INTO EXECUTIVE SESSION FOR THE PURPOSE OF DISCUSSING A PERSONNEL ISSUE.**

Call to Order: 9:41 AM

Attendees: Commissioners Larison, Fortmann and Frank, Judy Gamble and Karen Shay.

Purpose of Executive Session: Discussion of personnel issue.

It was M/S/P (moved by G. Fortmann and seconded by A Frank) to adjourn the Executive Session at 10:19 a.m.).

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**REGULAR MEETING RECONVENES**

**11. Call to Order – 10:22 AM**


Attendees: Commissioners Larison, Fortmann and Frank, Judy Gamble and Karen Shay.

**12. Executive Session:** President Jim Larison stated the personnel issue discussed during the Executive Session will continue to be monitored.

**13. Adjournment - It was M/S/P to adjourn the regular meeting at 10:24 a.m. (Moved by G. Fortmann and seconded by A Frank.)**

**NEXT REGULAR BOARD MEETING WILL BE TUESDAY, FEBRUARY 21, 2023 AT 9 A.M**

Respectfully submitted

  
\_\_\_\_\_  
Judy Gamble  
Office Administrator

Approved: 21 February 2023

  
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Jim Larson, President

  
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Gary F. Fortmann, Secretary

  
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Al Frank, Commissioner