

SunLand Water District

Board of Commissioners Meeting of March 21, 2023

MINUTES

Purpose: Regular Meeting

1. Call to order: 9:00 AM

Attendees: Commissioners Larison and Frank (Commissioner Fortmann was absent); Brian Scott, district manager, Judy Gamble, office administrator, Karen Shay, bookkeeper Tim Berger, consultant, residents Keith Parsons and Doug Hiemstra.

2. Minutes: It was M/S/P to approve the minutes of the regular meeting of February 21, 2023. (Moved by A. Frank and seconded by J. Larison.)

3. Public Comment Period: Mr. Parsons suggested that information regarding Board of Commissioners meetings be on the front page of *Water Line*, the District's newsletter. A suggestion regarding a flyer regarding what not to flush down the toilet might be distributed in SunLand mailboxes; unfortunately, it is illegal per USPS regulations. SWD staff will consider other options to spread the word.

4. Financial Report: Karen Shay presented and reviewed the February financial reports. YTD February revenue is 65.6% of the total budget. It was suggested that a summary of the 5-year budget plan be posted on the SWD website.

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

- a. Ten (10) loads of sludge were delivered to Sequim @2.69% solids.
- b. Wire needed for the electric control box to the new blower is on back order. Planning and framing the pad for the new blower is in process.
- c. Straits Electric has been contacted regarding wiring the new blower to the building.
- d. Reports have been submitted to the Department of Ecology.
- e. WRF staff performed an infiltration and inflow evaluation.
- f. The waste load assessment was completed.
- g. Chart recorders were removed from the TP control center.
- h. Work is commencing on DO meters and flowmeters.
- i. The next total water meter read will be the first week of April.
- j. The water level in both wells changed about 1 foot: 78.5 ft. at the upper well, and 18 ft. at the lower well.
- k. Water loss was 10% for the month of February. Staff continue to look for leaks and bad meters.
- l. SWD staff put down gravel at the Highway Lift Station.
- m. Rocky took monthly samples to the county lab last week.
- n. A new bypass pump was installed at the Taylor Lift Station and is working well.
- o. SWD staff dug up and cleaned out the clogged culvert on the east side of the District Office.
- p. SWD staff completed maintenance and cleaned the grounds at all lift stations.
- q. Maintenance is being performed on all mowers and equipment before mowing season.
- r. SWD staff are exercising systems valves.
- s. The District Manager located a copy of the SWD's most recent Small Water System Management Program.

6. Old Business

a. Website – All

Postings are up to date.

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

Chelsea Millar with the Clallam County Board of Commissioners responded on March 17th that she has passed on all of our messages without response but will try again to ascertain the status of our application for funding.

7. New Business

a. Resolution 141 – Authorizing Sale of Surplus Property – Karen Shay

It was M/S/P to approve Resolution 141 as presented. (Moved by A. Frank and seconded by J. Larison.)

b. Water Main Replacement Planning – Jim Larison

Commissioner Larison related the history regarding the approximately 11 miles of water and sewer mains throughout SunLand. They are asbestos concrete with a life span of about 70 years and are now 50+ years old. Replacing the mains will be a complicated and expensive project requiring extensive technical and financial planning. As a first step, the Board met via Zoom with representatives of the Department of Commerce' Infrastructure Assistance Coordination Council (IACC) regarding technical pre-planning and possible sources of grants and loans. Current cost estimates are \$1.5 to \$2.0 million per mile.

As part of the planning process, the District is updating its Small Water System Management Program (SWSMP). Under State criteria, the SWD is not required to submit a plan to the State but such may be required if applying for grants or loans. Previous SWSMP's have been written by the District (1974, 1980). These plans must be reviewed and updated to comply with current guidelines. The Board asked Brian Scott to create a tentative schedule of tasks and goals for completion of an updated SWSMP.

8. Request for Waiver of Late Charges and/or Alternate Payment Plans – Judy Gamble

- a. The Commissioners approved the 1st quarter late fee waiver request of Sierra Larberg, daughter of resident Ron Larberg who passed away in December.
- b. In consideration of a resident's problem with his bank (verified by the bank), the Commissioners approved extending termination of his service until March 31st.

9. Checks and Vouchers - The payroll summary for February 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 10:06 a.m. (Moved by A. Frank and seconded by J. Larison.)


NEXT REGULAR BOARD MEETING WILL BE TUESDAY, APRIL 18, 2023 AT 9 A.M

Respectfully submitted.


Judy Gamble, Office Administrator

Approved: 18 April 2023


Jim Larison, President


Gary F. Fortmann, Secretary

Al Frank, Commissioner