

SunLand Water District

Board of Commissioners Meeting of April 18, 2023

MINUTES

Purpose: Regular Meeting

1. Call to order: 9:05 AM

Attendees: Commissioners Larison, Fortmann and Frank (attended via Zoom), Brian Scott, district manager, Judy Gamble, office administrator, Karen Shay, bookkeeper Tim Berger, consultant, and resident Doug Hiemstra.

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

3. Public Comment Period: Mr. Hiemstra asked if the SWD had applied for any government grants. He saw a report that Carlsborg had received a large grant from the county related to water. The SWD applied for a grant from the county's ARPA funding, but there was such a small amount designed for water infrastructure that no funding has been granted. SWD staff will investigate details re the Carlsborg grant.

4. Financial Report: Karen Shay presented and reviewed the March financial reports. YTD February revenue is 67.6% of the total budget.

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

Highlights include:

- a. Twenty-four (24) loads of sludge (33,600 lbs.) were delivered to Sequim @2.63% solids.
- b. A dissolved oxygen probe was installed on the new blower at the WRF and we are awaiting conduit installation by Straits Electric.
- c. Rich did a performance lab accreditation and passed.
- d. The next total water meter read will be the first week of May.
- e. The water level in both wells changed about one foot: 79.5 ft. at the upper well, and 19 ft. at the lower well.
- f. Water loss was 12% for the month of March. Staff continue to look for leaks and bad meters. (*Note: Production meters measuring water loss and due for calibration.*)
- g. Rocky took monthly samples to the county lab last week and all passed.
- h. Brian and Rocky will be taking a class at Evergreen Rural Water in Shelton on PFAS on May 8th. (*PFAS = PolyFluroAlkyl Substances – a family of chemicals used since the 1950s to manufacture many products have seeped into surface soils over time and leached into groundwater and can contaminate drinking water.*)
- i. As part of annual maintenance, SWD staff cleaned and filled the lower reservoir and will be cleaning the upper reservoir on April 18th.
- j. Ed Mola of Utilities Service Co., Inc. is preparing a bid for the Fawnwood Lift Station. It will be 5 hp.
- k. Water operations staff will be going to a class on "Call Before You Dig" on Thursday, May 4th.
- l. A representative from the Department of Ecology visited the WRF and inspected the facility which was found to be totally in compliance.

Discussion ensued regarding the need for a flatbed trailer that can safely manage the weight of SWD equipment, such as the excavator. The cost of a trailer meeting requirements is approximately \$7320. **It was M/S/P to purchase a flatbed trailer at a cost not to exceed \$8500. (Moved by G. Fortmann, seconded by A. Frank.)**

6. Old Business

a. Website – All

Postings are up to date. Commissioner Fortmann requested his bio on the website be updated to change the number of his grandchildren to four instead of three.

b. Small Water System Plan Update – Brian Scott

The SWD's Small Water System Plan will be updated. A current SWSP plan will be needed to accompany any application for a state loan or grant to replace aging SunLand main water lines. Brian will assign tasks with a goal of completing the plan by the end of the year. Commissioner Larison asked Brian to keep everyone posted on where we are in this effort.

7. New Business

a. Unresolved Residential/HOA Water Leaks – Karen Shay

SunLand water meters are being read every month. Ever mindful of SWD's objective to minimize water loss within the community, Karen reviews the readings and contacts a homeowner if there is an unexplained high-water usage. Such anomalies can indicate a possible leak on the property, either inside or outside the home. SWD assistance is offered to help locate the leak, such as getting data from the meter on a 24-hour basis. Most owners are cooperative in finding the leak and getting it repaired, but some ignore the problem and SWD reminders. Karen feels there is a need for a District policy such as imposing a penalty on homeowners that ignore repeated requests from the SWD and make no effort to correct the situation within three (3) months of notification. Karen was asked to prepare a District policy (Resolution) for the Board's consideration at the May meeting.

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

No new waivers have been requested.

9. BPA Testing – Judy Gamble

Judy commented that many calls are coming in regarding the testing of Backflow Prevention Assembly (BPA) testing in response to the annual reminder that the devices must be tested annually, per State law. There was discussion on the pros and cons of having an in-house staff member certified as a BPA tester.

9. Checks and Vouchers - The payroll summary for March 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 10:01 a.m. (Moved by G. Fortmann and seconded by A. Frank.)

NEXT REGULAR BOARD MEETING WILL BE TUESDAY, MAY 16, 2023 AT 9 A.M

Respectfully submitted.


Judy Gamble, Office Administrator

Approved: 16 May 2023


Jim Larison, President


Gary F. Fortmann, Secretary


Al Frank, Commissioner