

SunLand Water District

Board of Commissioners Meeting of June 20, 2023

MINUTES

Purpose: Regular Meeting

1. Call to order: 8:58 AM

Attendees: Commissioners Larison and Fortmann, Brian Scott, district manager, Judy Gamble, office administrator, Karen Shay, bookkeeper, Scott Garner, water technician, Tim Berger, consultant, and visitor John Lewis, 2023 Election SWD Board of Commissioners candidate. Absent: Commissioner Al Frank

2. Minutes: It was M/S/P to approve the minutes of the regular meeting of May 16, 2023, and the minutes of the special meeting of June 7, 2023. (Moved by G. Fortmann and seconded by J. Larison.)

3. Public Comment Period: n/a

4. Financial Report: Karen Shay presented and reviewed the May financial reports. YTD May revenue is 77.6% of the total budget. Any outstanding Q2 payments have been managed. Capital expenditures were discussed. There was discussion regarding the Fawnwood Lift Station that is budgeted for replacement in 2024. Because of previous experience with delayed delivery, it was agreed to place the order for the station early if payment can be made out of 2024 funding. The Board will approve the 2024 budget in the October-November time frame.

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

- a. Rich hauled 10 loads of sludge to Sequim: 14,000 gallons @ 2.63%.
- b. The new blower installed and running at the WRF. SCADA was also updated. Willy may rebuild the old compressor as a back-up.
- c. Monthly reports were submitted to the State Department of Ecology.
- d. The irrigation field harvest yielded 110 tons.
- e. Accumulated brush was burned before the County burn ban went into effect.
- f. The next total water meter read will be the first week of July.
- g. The water level in both wells shows a slight increase +1.8 ft. at the upper well, and 1.5 ft. at the lower well.
- h. Water loss was 11% for the month of May. Staff continue to look for leaks and bad meters.
- i. The District Manager continues to work on updating the Small Water System Management Plan.
- j. Rocky took monthly samples to the county lab last week and all passed.
- k. SWD Staff are preparing for the Dept. of Health's Sanitary Survey scheduled for July 21st.
- l. SWD staff cleaned up and repaired the building formerly used to house the old generator.
- m. Staff cleaned and painted the floors at the upper and lower reservoirs.
- n. Staff completed the monthly lift station maintenance.
- o. SWD staff attended a PUD class on "Call Before You Dig" on Thursday, May 25th.
- p. The District Manager has signed the purchase agreement at Price Ford to enable anyone from the district to pick up the new Maverick truck when it is delivered. Ford is charging \$1500 more for the truck than originally advertised for a total of \$27,237.69.
- q. Fire hydrant flushing has been completed and the staff are painting street valves and trimming back bushes around the test station and fire hydrants.
- r. The District Manager sent in CCR and WUE Reports to the State which are due July 1, 2023.
- s. An outside contractor has been set up to conduct leak detection in SunLand July 24-26, 2023.

- t. The previously approved purchase of a defibrillator for the office (\$789) will be ordered. The sewer line camera has already been ordered.

6. Old Business

a. Website – All

Postings are up to date.

b. Small Water System Plan Update – Brian Scott

Brian has some pages to submit to Judy for typing and will give Karen the financial portion to review and update. Commissioner Larison asked Brian to keep everyone posted on where we are in this effort.

c. Resolution 142 Unresolved Residential/HOA Water Leaks – Karen Shay

Postponed until the July meeting.

d. Coverage for District Manager

District Manager Brian Scott will be on medical leave for approximately 6 weeks, commencing on June 26, 2023. While Brian Scott is on medical leave, Tim Berger will function as Interim District Manager. Brian plans to “stay in touch” via phone and text messages. Willy Burbank and Rich Sleeper have the WRF covered. Scott Garner will fill in for Brian on the water side and will keep track of the work schedule. Beginning on June 26th, Scott’s work schedule will change to Monday through Friday

7. New Business

None.

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

There was one termination of service for non-payment of 2nd quarter service and one request for an alternate payment schedule which was approved by the Commissioners via email.

9. Checks and Vouchers - The payroll summary for May with detail and a vendor payment voucher were signed by the Commissioners.


10. Adjournment – M/S/P to adjourn the meeting at 9:41 a.m. (Moved by G. Fortmann and seconded by J. Larison.)


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

Respectfully submitted.


Judy Gamble, Office Administrator

Approved: 18 July 2023


Jim Larison, President


Gary F. Fortmann, Secretary


Al Frank, Commissioner