

SunLand Water District

Board of Commissioners Meeting of August 15, 2023

MINUTES

Purpose: Regular Meeting

1. Call to order: 9:00 AM

Attendees: Commissioners Larison and Frank (Fortmann absent), Brian Scott, Tim Berger, Judy Gamble, Karen Shay, Scott Garner, and visitor John Lewis, 2023 Election SWD Board of Commissioners candidate.

2. Minutes: It was M/S/P to approve the minutes of the regular meeting of July 18, 2023 (Moved by A. Frank and seconded by J. Larison)

3. Public Comment Period: n/a

4. Financial Report: Karen Shay presented and reviewed the August financial reports. YTD revenue is 87.7% of the total budget. Capital expenditures were discussed. Karen asked the Commissioners if they wanted to continue to the 6-month 4.88 % CD in the amount of \$50,000. Both commissioners answered in the affirmative.

Karen also reported that water loss this month was down to 5% thanks to the good work of the water team in tracking down sources of leaks in the system.

Discussion began on the 2024 budget. The first budget meeting will be held on Wednesday, 8/16/23 with SWD team members with other meetings scheduled as needed. The SWD budget for 2024 and outyears will be reviewed for suggested changes to bring to the Board.

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

- a. Rich hauled 8,400 gallons of biosolids, @2.81%, to Sequim this month.
- b. Willy and Rich completed Eco Block storage for emergency pipe bedding and stocked upon emergency bedding. They also cleaned up the area where gravel was originally stored.
- c. WRF staff are working on brush removal, blackberry control, and weeding.
- d. Willy and Rich built a nice fence at the Water Reclamation Facility for the new blower.
- e. The next total water meter read will be the first week of September.
- f. Water samples are in progress and are passing.
- g. The Sanitary Survey went well; some goals will be forthcoming regarding.
 - (1) Reservoir Drain
 - (2) Air Release Vaults - At present, we have a portable gas detection system which is lowered into the vault to determine the presence of toxic gas. The equipment is very slow and wastes considerable time. Staff were asked to investigate procurement of a permanent gas detector to be installed in the vault. It was noted that the District has portable breathing apparatus.
 - (3) RV Court Modifications
 - (4) The BPA at the SLOA pool overdue for testing (now completed)
- h. Three leaks have been dug up and repaired on Fairway Drive, Blakely Blvd., and Cascadia Loop.
- i. The driveway repair at 141 Cascadia Loop should be finished soon.
- j. A 3-day leak detection by an outside contractor went well with 5 leaks found. Three have been repaired so far. Some older areas on Sunland Drive and Sunset Place will be checked next time around.
- k. The Lower Reservoir fuel gauge arrived and was installed.
- l. Water loss was 9% for the month of June. Staff continue to look for leaks and bad meters.

- m. Two leaking drinking water fountains on the golf courses were located. The SGCC decided to cap them off rather than repair and install meters.
- n. Staff tested the new sewer camera and the new locator and both work as expected.
- o. Staff completed all routine maintenance and bypass tests on the sewer lift stations.
- p. Staff continue to perform digs, and exploratory digs for unmetered water.
- q. The leak at the SLOA swimming pool has been located. A plumber will be hired to effect repair.
- r. Several water meter location changes are planned after completion of the Sanitary Survey and leak detection project.
- s. The water service at 107 Discovery Bay has been relocated and the customer has been billed.
- t. Rocky and Joe did an outstanding job of preparing reservoirs for survey inspection.
- u. The leaking and unmetered drinking fountains owned by the SGCC have been capped off.
- v. A study has started to locate the "4 a.m. Monster" irrigation draw. Steps need to be taken to mitigate the excessive early morning draw on our water supply.
- w. The PRV's at the upper reservoir was readjusted.
- x. The RV Court has been measured off at 100 ft. from the wellhead to ascertain which spaces should be protected.
- y. The need for upgrading the SCADA panel at the lower reservoir was discussed. At present there is no way to know if the 4th pump comes on or not. The cost of update is a one-time charge of \$800.00 and an annual charge of \$220.00. The Commissioners authorized the upgrade.

6. Old Business

- a. Website – All
Postings are up to date.
- b. Unresolved Residential/HOA Water Leaks – Karen Shay
It was M/S/P to approve Resolution 142 Water Usage & Line Repair Policy (moved by A. Frank and seconded by J. Larison).
- c. Small Water System Plan Update – All
Wellhead Protection Plan – All possible sources of contamination such as gas or diesel-powered vehicles must be located 100 ft. or more away from the wellhead. The area around the barn will be surveyed for SWD vehicle parking space. It appears that some spaces in SLOA's RV lot parked within the 100 ft. minimum distance will need to be moved. At one time these spaces were occupied with non-gas/diesel vehicles, but currently gas/diesel RVs are parked there in violation of the rule. Current SLOA RV lot management will need to be contacted regarding the hazard to the wellhead and notified of which parking spaces are affected.
- d. Mission Statement – Judy Gamble
The Commissioners reviewed samples of Mission Statements and chose the following.
To provide exceptional water supply, wastewater disposal, and water resource management to our customers in a safe, reliable, environmentally sensitive, and financially responsible manner.
Judy will prepare the statement in Resolution format to be voted on at the September meeting.

7. New Business

- a. Sanitary Survey Review – Jim Larison/Scott Garner
The survey was completed with only a few areas of improvement recommended.
- b. Water Treatment Plant Building – Jim Larison
In SWD's 2025 and 2026 budgets, a total of \$169,695 was set aside for a planned "new building". To date, the specifics of this proposed expenditure have not been identified. If identified functions are greatly important or critical to SWD's mission, cost estimates must be procured. Commissioner Larison asked for staff to meet and discuss the project in depth.

c. High Volume HOA Irrigation – Scott Garner

There has been a sharp escalation of water usage around 4 a.m. in the morning, putting a huge draw on well capacity. Scott believes this is due to high volume irrigation by HOA's at that time in the morning. Water staff continue to communicate with HOA irrigation folks to try and find a solution to the problem.

d. Fire Hydrant – Al Frank

There is no fire hydrant close to the SWD District Office and Water Barn. Brian will contact CC Fire Department re feasibility of installing a hydrant to serve this area.

e. Small Residential Lot on Taylor Court – Scott Garner

Small lot #14 on Taylor has been sold. It is anticipated that a request for a side sewer permit may be forthcoming. This lot was never platted to be a home lot, so no sewer line is close. In recent years, the lot was changed to be "buildable". SWD will provide the water service line. It will be the responsibility of the owner to provide the sewer line to the main. Connection to the main sewer line will be inspected and approved by the SWD.

f. Christmas Gathering – All

The Commissioners set December 19th (after the monthly Board Meeting) for the annual Christmas get together.

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

None have been submitted. Judy reported that there are still several residents who have not paid for their 3rd quarter services.

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


10. Adjournment – M/S/P to adjourn the meeting at 10:07 a.m. (Moved by A. Frank and seconded by J. Larison)

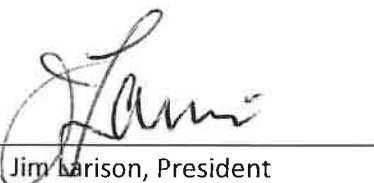
NEXT REGULAR BOARD MEETING WILL BE TUESDAY, SEPTEMBER 19, 2023 AT 9 A.M

Respectfully submitted.


Judy Gamble, Office Administrator

Approved: 19 September 2023


Gary Fortmann, Secretary


Jim Larison, President

Al Frank, Commissioner