

SunLand Water District

Board of Commissioners Meeting of July 19, 2022

MINUTES

Purpose: Regular Meeting

1. Call to order. 9:00 AM

Attendees: Commissioners Larison, Fortmann and Frank (via Zoom), Brian Scott, district manager, Judy Gamble, office administrator, Karen Shay, bookkeeper

2. Minutes: It was M/S/P to approve the minutes of the regular meeting of June 21, 2022. (Moved by G. Fortmann, seconded by A. Frank)

3. Public Comment Period: None.

4. Financial Report: Karen Shay presented and reviewed the June financial reports. Over 80% of budgeted revenue was received through June.

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

- a. Quarterly testing on irrigation field monitoring wells was completed and sent to the DOE.
- b. Lab accreditation application was sent to the DOE.
- c. Seventeen (17) loads of sludge were hauled to the City of Sequim plant, a total of 8,400 gallons, of which 2.67% were solids.
- d. Brian Scott received his Wastewater Operator I Certificate. It is on display at the office and the WRF.
- e. The next total water meter read will be the first week of August.
- f. The water level in the wells is 77 ft. at the lower well, and 15.5 ft. at the upper well. Water loss was 16% for the month of June, a drop of 5% from last month.
- g. Total water production numbers continue to move up. SWD staff are always searching for leaks.
- h. Staff installed the concrete pad for the new generator at the lower reservoir.
- i. The Highway Lift Station is being prepped for the new pump
- j. SWD staff continue to clean out the barn between other projects.
- k. Brian submitted the Water Use Efficiency, Consumer Confidence Report and the Water Facilities Inventory Update which are due to the State each year by July 1st.
- l. Staff cleaned and conducted maintenance on all four lift stations.
- m. SWD received resident complaints about Main Lift Station (Woodcock/Cassalary) noise. Staff turned the exhaust to the northwest to see if that helps attenuate the noise factor.

6. Old Business

a. Legal Report – Brian Scott/Judy Gamble

We are awaiting the July 29th auction of the property on Sunland Drive. The office received an inquiry on amounts owed from an interested buyer of the property. He was referred to SWD's attorney.

b. Emergency Response Plan – Brian Scott/Judy Gamble

Judy completed the circulation the ERP through SWD staff review and presented to the Board. The ERP will be living document with updates made as necessary. A record of changes will be maintained and updates sent to all on the distribution list. Some general suggestions were made which Judy will incorporate. **The Board approved the plan.**

c. Website – All

The website is updated continually. The quarterly Newsletter is now posted.

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

The Clallam County Board of Commissioners asked a few questions regarding our submittal which were answered on June 3rd. The reply from the Board was that they would review the materials and get back to the SWD the following week but the Board has not responded. Judy sent an email asking for status on July 14th, but has not received a reply.

e. Amendment/Change to Resolution 120 Payments, etc.– Judy Gamble

Judy presented a revised update to Section 4.02 Late Charges and added Section 4.08.1 regarding Auctioned Property which incorporated a Board suggestion from the June meeting. **It was M/SP (moved by G. Fortmann, seconded by A. Frank) to approve the Amendment to Resolution 120.**

7. New Business

a. Mike Langley Dedication of Office Building to Mike Langley – All

All were in agreement that the District dedicate the main office building to the memory of Mike Langley who passed away on July 7, 2022 after several months of illness. His sudden passing saddened all who knew him and he will be sorely missed. Mike was instrumental in making the new District Office a reality. It is planned to have a brass plaque made for the entrance of the building with appropriate wording and to have a dedication ceremony.

b. Emergency Water Distribution Exercise – Jim Larison

The District has recently purchased two 275-gallon capacity water totes which can be filled from the reservoir and distributed to residents in an emergency. Jim Larison would like an Appendix to be added to the Emergency Response Plan to describe how the procedure would work and SWD staff to then carry out an exercise to verify its workability

8. Requests for Waiver of Late Fee – Judy Gamble

OlyCAP has pledged to pay \$200 of the 2nd quarter balance owed by a resident. The check was supposed to arrive by the end of June but a clerical error prevented the payment being entered into their system until July. OlyCAP says the check will be issued the end of July and the SWD should receive first week in August. The Board agreed to extend the shut-off date (previously June 30) for this resident until mid-August.

9. Checks and Vouchers.

The payroll summary for June with detail, a vendor payment voucher, and a transfer check were signed by the Commissioners.

10. Adjournment – M/S/P to adjourn the meeting at 9:40 a.m. (Moved by G. Fortmann and seconded by A Frank.)

NEXT REGULAR BOARD MEETING WILL BE TUESDAY, AUGUST 16, 2022 AT 9 A.M

Respectfully submitted

Judy Gamble
Office Administrator

Approved: 16 August 2022

Jim Larison, President

Gary F. Fortmann, Secretary

Al Frank, Commissioner