

SunLand Water District

Board of Commissioners Special Meeting of October 31, 2023

MINUTES

Purpose: Regular Meeting

1. Call to order: 9:00 AM

Attendees: Commissioners Larison, Fortmann and Frank, Tim Berger, Judy Gamble, Karen Shay, 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 September 19, 2023, and the Special Meeting of September 29, 2023. (Moved by G. Fortmann and seconded by A. Frank)

3. Public Comment Period: n/a

4. Financial Report: Karen Shay presented and reviewed the October financial reports. YTD revenue is 94% of the total budget. The replacement server for the office computer system will cost more than planned and the WRF had to purchase new plug valve actuators, but end-of-the-year should still be under budget.

5. Manager's Report: The monthly District Manager's report will be appended to the official meeting minutes. Highlights include:

- a. Rich hauled 5 loads of biosolids to Sequim: 7000 gallons @ 3.04%.
- b. The Discharge Monitoring Permit was submitted to the Department of Ecology.
- c. Field hay harvest produced 70 tons of silage.
- d. Biosolids were submitted to the laboratory.
- e. Staff repaired the damaged west end of fence (off of field).
- f. Willy ordered two new plug valve actuators.
- g. All but one flow meter was calibrated 10/10/23.
- h. Meter reads were completed October 2nd. The next read will be the first week in November.
- i. Olympic Sewer & Drain jetted the sewer line between Fairway Drive & Clallam Bay Street on October 5th.
- j. Progress is being made on the Small Water System Management Plan.
- k. The district manager began cross training with Rocky and Joe on sampling.
- l. Two up-to-date certification guides were brought in for the crew.
- m. Yearly nitrate samples dropped off on 10/6/23. Results received on 10/16. Reservoir 1-3.08 mg/l, trigger 5 mg/l MCL 10 mg/L. Reservoir 2 -2.54 mg/l.
- n. Coliform samples were collected 10/9/23 – no positives.
- o. Rocky switched out the locks on both reservoirs. The door on the upper reservoir was reinforced.
- p. Clarification was received from the Department of Health on PFAS sampling.
- q. On 10/13/23, Rocky and Joe repaired a 65 gph leak at 227 Fairway Drive from 3 to 6 p.m.
- r. A monthly safety program via L&I was instituted and emailed to employees.
- s. Sanitary Survey: (1) Two flapper valves were ordered and installed on upper and lower drainpipes. (2) The DOH granted an extension to have the boat removed from the wellhead protected area by 11/30/23. (3) Two replacement air vacs were ordered. (4) Turnagain Place air vac piping was relocated into the easement. It was noted that our DOH representative was no longer with the office and her replacement has not yet been named.
- t. Vega Instruments came out on 10/24/23 to consider the feasibility of replacing the main lift station bubbler level control with a new radar-control system.
- u. Scott replaced the lower reservoir meter register.

- v. The September water table for the reservoirs is 96.7 ft. down, 0.7 for the month.
- w. Staff continue to look for leaks, bad meters, and non-metered water. Total water loss for September was 3%.
- x. Staff completed monthly lift station maintenance.

6. Old Business

a. Website – All

All current updates have been made.

b. Small Water System Management Plan – All

Tim is working on the technical section and Karen and Judy are working on financial and management/history sections.

c. High Volume HOA Irrigation – HOA irrigation has been turned off for the winter. This issue will be addressed next year as necessary.

d. Fire Hydrant – Tim Berger

The district desires to install a fire hydrant that would serve the district office and barn areas. It was learned that a fire hydrant installation needs to go down 5 ft. into the ground. A possible site for the hydrant has been identified but staff will need to dig down to see what lines are available there, and if it is possible to install a hydrant at this location.

e. Christmas Gathering – Judy Gamble

A reservation has been made for a SWD Christmas Lunch at The Big Elk restaurant on Washington & Brown on Tuesday, December 19th at 11:30 a.m. Judy will cancel the reservation of the Gathering Place,

f. 2024 Budget – Tim Berger/Karen Shay

The latest draft budget was reviewed. An increase in the reserve account was noted. Salaries for 2024 are still under discussion. The budget will be finalized at the November meeting.

7. New Business

a. Gas Detection in Vaults – Tim Berger

Tim reported that a portable gas monitor (clip-on) has been ordered.

b. Update of Employee Manual (Resolution 121) – Karen Shay

Additions and updates were discussed. Approval was postponed until the November meeting to allow for additional changes.

c. Replacement of Server – Karen Shay

The server for the office computer system is out of date and unreliable. **After discussion, it was M/S/P to purchase a replacement server in the amount of \$13,185.28. (Moved by G. Fortmann and seconded by A. Frank)**

d. Fawnwood Lift Station – Tim Berger

The bids will close today for replacement of the Fawnwood Lift Station. Tim reviewed the bids submitted. **It was M/S/P to accept the bid submitted by Utility Service Co., Inc. in the amount of \$105,660.00. (Moved G. Fortmann and seconded by A. Fran**

e. Update to Water Usage & Line Repair Policy Resolution 142 – Karen Shay

When trying to locate a leak, residents sometimes insist that SWD change the meter, even though SWD staff do not believe the meter is the cause and the leak exists elsewhere on the owner's property. At the owner's insistence, staff will install a new meter. Most of the time, the leak still exists, and staff will reinstall the original meter. To partially cover the cost incurred by the SWD, an addition to Resolution 142 policy charges a fee of \$50.00 to a resident insisting on a meter change-out when the meter is not found to be at fault. If the meter is found to be leaking, there is no charge for the meter change-out. **It was M/S/P to approve the addition to Resolution 142, Water Usage & Line Repair Policy. (Moved by G. Fortmann and seconded by A. Frank)**

f. Audit Exit Conference with Asst. State Auditor (via Zoom)

Amy Strzalka, program manager, and Danie Welty, audit lead, provided an overall summary of the 3-year audit of the SunLand Water District, recently conducted by the State Auditor's Office. The period audited was January 1, 2020 through December 31, 2022. The audit reported that, for the areas examined, the district operations complied, in all material respects, with applicable state laws, regulations and its own policies and provided adequate controls over the safeguarding of public resources. The areas examined focused on cash receipting, payroll, accounts payable, compliance with open public meetings and general financial condition. The one exit recommendation was that the district create an EFT policy. President Jim Larison and Karen Shay, bookkeeper, signed and submitted the Letter of Representation to the State Auditor. The audit lead thanked the district for their openness in providing all documentation requested. She specifically thanked Karen Shay and Judy Gamble for their helpfulness and compliance with all requests.

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

None have been submitted.

9. **Checks and Vouchers** - The payroll summary for September 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 11:06 a.m. (Moved by G. Fortmann and seconded by A. Frank)


NEXT REGULAR BOARD MEETING WILL BE TUESDAY, NOVEMBER 21, 2023 AT 9 A.M

(Note: Regular Meeting subsequently cancelled – Board will have a Special Meeting on November 14, 2023)

Respectfully submitted.


Judy Gamble, Office Administrator

Approved: 14 November 2023


Jim Larison, President


Gary F. Fortmann, Secretary


Al Frank, Commissioner