

# SunLand Water District

## Board of Commissioners Meeting of September 19, 2023

### MINUTES

**Purpose:** Regular Meeting

**1. Call to order:** 9:00 AM

Attendees: Commissioners Larison and Fortmann (Frank absent), Brian Scott, Judy Gamble, Karen Shay, consultant Tim Berger, 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 August 15, 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 September financial reports. YTD revenue is 92% of the total budget. Expenses are still on track to be lower than budget, with the exception of planned Capital Expenditures. Karen will present the justification for the Water Reclamation Facility's new building at the October meeting.

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

Highlights include:

- a. Rich hauled 9 loads of biosolids to Sequim: 12,600 gallons @ 2.81%.
- b. The District Manager sent a letter to Spectra Labs requesting immediate correction regarding late reporting of samples causing the SWD to be out of DOE compliance.
- c. Monthly reports were submitted to the DOE.
- d. Staff repaired the east gate of the WRF which was hit and damaged by persons unknown.
- e. Staff repaired the screen on the raptors.
- f. Staff painted the upper deck of the filter building
- g. Brian from TMG Services performed annual on-site maintenance of the WRF's chlorine analysis equipment.
- h. Staff widened the driveway with gravel and set Eco Blocks by the new blower at the WRF.
- i. The next meter read will be the first week in October.
- j. The water in both wells is higher. The upper well is up by 1.8 ft. and the lower well is up by 1.5 ft.
- k. Total water production numbers are down from last month. Staff continue to look for leaks, bad meters, and non-metered water. Total water loss for August was a greatly improved 4%.
- l. The District Manager continues to work on the Small Water District Management Plan.
- m. The Department of Health's Sanitary Survey reported a "significant finding" and a "significant deficiency". The first cited the SLOA pool's backflow prevention assembly was overdue for annual testing, which has since been completed, and the second regarded gasoline or diesel-powered boats and large RVs in SLOA's RV lot that are parked within the 100 ft. wellhead protection area. The DOH gave the SWD until October 12<sup>th</sup> to correct the deficiency. The District Manager sent a letter to the President of SLOA Board on August 31<sup>st</sup> requesting the vehicles within the protected area be relocated by October 1<sup>st</sup>.
- n. Staff has requested bids on epoxy recoating of the upper reservoir.
- o. Staff completed all routine maintenance and bypass tests on the sewer lift stations.
- p. Staff moved four (4) meters installed close to homes on Blakely Blvd. to the yard area to allow monitoring of previously unmetered water.
- q. Luke Anderson of Star Welding and Wrenching completed annual maintenance on all system generators.

- r. The District Manager passed the Water Distribution Management III test.
- s. Several water meter location changes are planned after completion of the Sanitary Survey and leak detection project.
- t. Staff are doing winter-preparation maintenance on all equipment.
- u. A defibrillator (AED) has been ordered for the District Office.

## 6. Old Business

### a. Website – All

The new SWD policy (#142) regarding Water Usage and Line Repair has been posted on the website.

### b. Small Water System Management Plan – All

Brian stated the goal is still to have an updated document by the end of the year. He is working on it. Karen and Judy are working on financial and management/history sections.

### c. Resolution 143 SunLand Water District Mission Statement – Judy Gamble

**It was M/S/P (moved by G. Fortmann and seconded by J. Larison) to approve the new SWD Mission Statement, as follows:**

***To provide exceptional water supply, wastewater disposal, and water resource management to our customers in a safe, reliable, environmentally sensitive, and financially responsible manner.***

The website and Employee Manual will be updated with the new statement.

### d. High Volume HOA Irrigation – Report postponed to the October Board meeting.

### e. Fire Hydrant – Brian Scott

The only viable location for a fire hydrant to serve the District Office and water barn is between the barn and the lower reservoir. The CC Fire Department will be provided a key to the gate.

### f. Christmas Gathering – Judy Gamble

The SLOA Gathering Place was reserved from 11 to 2 on Tuesday, December 19<sup>th</sup>. Mrs. Scott has once again offered to provide lunch for the SWD team.

## 7. New Business

### a. Gas Detection in Vaults – Al Frank

Present gas detection devices in the vaults must be turned on and there is a time lapse of about 10 minutes before getting a reading of the existence/non-existence of hazardous gas. Commissioner Frank requested information and pricing from the provider of a device that provides constant gas detection, but the company has not responded. As Commissioner Frank could not attend the meeting today, discussion will continue at the October meeting.

### b. 2024 Budget – Brian Scott/Karen Shay

Karen presented the draft budget for discussion. It was noted that the LNI budget forecast is higher than 2023 because of a credit received in the 2<sup>nd</sup> quarter of this year. The estimated staff salary increase of 2% was discussed. Commissioners requested the increase in salary be changed to 3.2%. To be competitive with the rate being paid for similar work by water districts in the surrounding area, two field employees will receive an additional \$1.00 and \$1.50, respectively. The draft budget includes a 4% increase in the water/sewer service rate.

During discussion of forecasted capital expenditures, the Commissioners directed the District Manager to put out a Request for Bid as soon as possible to all contractors for replacement of the Fawnwood Lift Station in 2024.

Budget review will continue at the October meeting.

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

None have been submitted. Three shut-off notices were posted and all have paid. One customer's shut-off date was extended by the Commissioners to October 22<sup>nd</sup> and one customer's payment will be made by OlyCAP later in the month.

**9. Checks and Vouchers - The payroll summary for August 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 10:11 a.m. (Moved by G. Fortmann and seconded by J. Larison)**

**NEXT REGULAR BOARD MEETING WILL BE TUESDAY, OCTOBER 17, 2023 AT 9 A.M**

Respectfully submitted.

  
Judy Gamble, Office Administrator

Approved: 31 October 2023

  
Gary F. Fortmann, Secretary

  
Jim Larison, President

  
Al Frank, Commissioner