

SunLand Water District

Board of Commissioners Meeting of January 16, 2024

MINUTES

Purpose: Regular Meeting

1. Call to Order: 9:00 AM

Attendees: Commissioners Larison, Frank, and Lewis; Tim Berger, Judy Gamble, and Karen Shay

2. Election of Board of Commissioner Positions for 2024

It was M/SP to elect Jim Larison as President of the Board for 2024. (Moved by A. Frank and seconded by J. Lewis.)

It was M/S/P to elect Al Frank as Secretary of the Board for 2024. (Moved by J. Lewis and seconded by J. Larison.)

3. Minutes: It was M/S/P to approve the minutes of the meeting of December 19, 2023. (Moved by A. Frank and seconded by J. Lewis.)

4. Public Comment Period: n/a

5. Executive Session per RCW 42.30.110 (1) (g) – Jim Larison

All non-Commissioner attendees of the meeting were excused, and the Board went into Executive Session at 9:15 a.m. The Board reconvened the general meeting at 9:30 a.m.

6. Action on Executive Session Recommendations (per RCW 42.30.060(2) – Jim Larison

The Board discussed in Executive Session the allocation of vacation time for new hires. According to wording presently approved in the District's Employee Manual, employees hired after July 1st cannot take vacation until after June 30th of the following year. The Board is unanimously authorizing a change be made to **Section 5.0.1 Vacation** to allow new employees to earn one week of prorated vacation for the number of months they will work in their first calendar year. **It was M/S/P that an employee hired after January 1st will earn a pro-rated amount for the first year. (Moved by A. Frank and seconded by J. Lewis.)** The Board asked Karen Shay to revise the wording in the Employee Manual accordingly and to bring it back to the Board for approval.

7. Financial Report: The Board reviewed the end-of-the-year financial report presented by Karen Shay. SWD ended 2023 with an increase of \$205K in the Reserve over our Budget. This variance included additional revenue in interest, services, and surplus, payroll savings, administrative expense savings, operating expense savings and savings of budgeted funds not spent by the end of 2023.

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

- a. Late bulletin - Influent meter at the WRF went out on Sunday – a new one is on order.
- b. Staff installed a new sample station in the utility easement at 122 Horizon View Drive. The owner of the lot was notified. The previous sample station at 130 Horizon View was removed. It was overgrown with vegetation and tree roots. Some corrosion was found which could possibly be the cause of contamination issues. SWD staff are implementing a new sample plan and sample station options are being investigated. The January samples sent to the lab were good.
- c. Water loss for the month was 5%.

- d. A new covered entryway was installed over the service door to the barn offices to prevent water from entering under the doorway and to keep the siding dry.
- e. Three (3) estimates were received for recoating the upper reservoir walls. Doing a complete job would be way over budget at \$100,000+. A partial job includes removal of all floor epoxy, spot repairing walls, and recoating all surfaces would be around \$70,000.
- f. Staff are rebuilding the small Pressure Reducing Valve at the upper reservoir.

9. Old Business

- a. Website – All
The webmaster made a correction to make it easier for people using their phones to make an online payment to find the “Pay My Bill” tab. John Lewis’ biographical information has been posted and Jim Larison’s 2024 President’s Message will be sent to the webmaster today.
- b. Update to Resolution 121 Employee Manual – Karen Shay (Postponed to February meeting)
- c. Small Water System Management Plan – All
Staff continue to work on the plan. Ben Majors of the DOH is scheduled to visit on January 18th to review our progress. Commissioners are welcome to attend the briefing. Once approved, the SWD’s plan should be reviewed annually and updated as necessary.

10. New Business

- a. CD Investment – Jim Larison
Interest rates have changed. Previously the District moved investment funds from the County to a local bank with a higher interest rate CD. The County’s interest rate now exceeds the bank rate. **It was M/S/P to move back to Clallam County the 6-month CD that expires in early February. (Moved by A. Frank and seconded by J. Lewis.)**
- b. Locating Sewer Cleanouts & Water Shut-offs/Turn-ons – Tim Berger
 - (1) Residents frequently ask that SWD staff come out to their property to help them locate their sewer cleanout. SWD personnel may not enter homeowner’s property at any time and are not available for this purpose.
 - (2) Residents going out of town for an extended period frequently ask SWD to turn their water off and back on. Water turn on/off service costs the District money and has heretofore been provided free of charge. The Commissioners requested that Judy add a paragraph to the District’s policy regarding Rates, Payments, Delinquent Accounts, Liens, and Foreclosures, authorizing a \$45.00 charge to residents requesting their water be turned off. There will be no charge for reconnection. The amended policy will be brought back to the Board for approval in February.

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

None submitted.

12. Checks and Vouchers - The payroll summary for December with detail, a transfer check, and a vendor payment voucher were signed by the Commissioners.

13. Adjournment – M/S/P to adjourn the meeting at 10:15 a.m. (Moved by A. Frank and seconded by J. Lewis)

NEXT REGULAR BOARD MEETING WILL BE TUESDAY, FEBRUARY 20, 2024 AT 9 A.M

respectfully submitted.


Judy Gamble, Office Administrator

Approved 20 February 2024


John Lewis, Commissioner


Jim Larison, President


Al Frank, Commissioner