

# SunLand Water District

## Board of Commissioners Meeting of March 19, 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. Minutes:** It was M/S/P to approve the minutes of the meeting of February 20, 2024. (Moved by A. Frank and seconded by J. Lewis.)

**3. Public Comment Period:** n/a

**4. Financial Report:** The Board reviewed the February 2024 financial report presented by Karen Shay. Income is 5% higher year over year due to utility hookup fees and increase in water/sewer rates. Expenses are lower than 2023. One reason being that sludge has not been hauled to Sequim due to the sludge truck being in the shop for repair.

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

Highlights include:

- a. The sludge truck was towed to Bremerton for repair work. It is out of warranty. The truck sensor was replaced, and the truck is back in operation.
- b. The new influent meter is scheduled to be installed at the WRF at 0900 today.
- c. The lower reservoir was cleaned March 11-15.
- d. A replacement for lower reservoir pump #2 was ordered from Fusion Pump on 3/7/24. Leadtime for delivery is 8-10 weeks.
- e. Water loss for the month of January was 7%. This included 15k gallons drained at the upper reservoir to allow for cleaning and application of fresh epoxy.
- f. The fire hydrant flow meter is on order and should arrive before spring flushing begins.
- g. Employee training opportunities for WDM I & II are available for water staff.

**6. Old Business**

a. Website – All

Election information was updated and new photos of the staff applying epoxy to the upper reservoir have been included in the photo gallery.

b. Small Water System Management Plan – All

Tim has not had a response as yet from his Public Records Request to the DOH for a copy of the SWD's 1980 Water System Management Plan. .

**7. New Business**

OSHA Bloodborne Pathogens Standard & Hepatitis B – Tim Berger

Concern over the increase of disease spread by blood or body fluid has promoted OSHA to issue the standard which applies to all occupational exposures to blood or any other potentially infectious material. District Manager Tim Berger authored a paper, "SunLand Water & Sewer District Bloodborne Pathogens", that outlines the SWD's plan to comply with OSHA's standard. It states specific procedures to be followed by SWD

employees to reduce potential exposure to bloodborne pathogens or infectious materials that may be found in wastewater. Employees are offered the opportunity to be given the Hepatitis B (HBV) vaccine, free of charge.

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

No requests have been received for 1<sup>st</sup> quarter.

**9. Checks and Vouchers -** The payroll summary for February 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 9:47 a.m. (Moved by A. Frank and seconded by J. Lewis)**

**NEXT REGULAR BOARD MEETING WILL BE TUESDAY, APRIL 16, 2024 AT 9 A.M**


Respectfully submitted.

  
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Judy Gamble, Office Administrator

Approved 16 April 2024

  
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Jim Larison, President

  
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John Lewis, Commissioner

  
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Al Frank, Commissioner