

# SunLand Water District

## Board of Commissioners Meeting of July 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. WASWD L&I Retro Program Zoom Presentation** – Judi Gladstone (WASWD) and Ken Lundin (Archbright)

Ken Lundin of Archbright presented the WASWD L&I Retro program. Retro is an incentive program and another way of calculating insurance costs which may reduce insurance expense via a risk/reward type program. The annual cost to members is 5% of present insurance premiums paid. Based on yearly performance, the plan returns an average refund of 31.4% to subscribers of the plan. The risk would be if a member of the plan would experience a big loss and all members would pay a share of the loss. The risk must be weighed against the other years of receiving the average 31.4% refund. Since the 2019-20, Archbright has refunded over \$1.3 million to members.

Other benefits to members include workman's comp claims management, safety services, and access to online training. In order to assess if the plan would be appropriate for the SWD, the first step is for the SWD to grant permission for Archbright to obtain information from L&I. An authorization form will be sent to Tim Berger for consideration. If the SWD decides to join, the next enrollment date would be October 1, 2024

**3. Minutes:** It was M/S/P to approve the minutes of the meeting of June 18, 2024. (Moved by A. Frank and seconded by J. Lewis.)

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

**5. Financial Report:** The Board reviewed the June 2024 financial report presented by Karen Shay. Overall, revenue and expense are on track with the budget. The commissioners discussed selling hardly used equipment.

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

Highlights include:

- a. The Fawnwood Lift Station pumps failed on Saturday, June 22, 2024. Scott and Rocky got one pump working but it failed again on Sunday morning requiring another adjustment of the floats. On Monday, the seal was replaced on pump No. 2. Both pumps are back in service.
- b. L&I inspected and passed the newly installed Fawnwood Lift Station control panel on June 28th.
- c. The new lift station is scheduled to ship the week of July 8<sup>th</sup>. (Note: Shipped on July 6<sup>th</sup>)
- d. A security system and cameras were installed at the WRF on Tuesday, June 25<sup>th</sup>.
- e. The SunLand Golf and County Club (SGCC) restaurant cleaned their grease traps into the sewer line which caused the vaults to back up. SGCC called Jamie Parrish Plumbing who jetted the line. SWD staff worked two days to remove extensive grease bar build-up and Parrish Plumbing re-jetted the line. The SGCC has been billed for the labor and Parrish Plumbing charges.
- f. C & J will be submitting a project quote for building site preparation.
- g. The 8" plug valve from the influent basin to the SBR's failed on July 10<sup>th</sup> and was replaced on July 12<sup>th</sup>.
- h. 7/10/24 – Lead and copper samples were collected and sent to Spectra Labs.

- i. The SWD has been approved for DOH-funded PFAS testing and we are awaiting receipt of bottles and sampling instructions.
- j. Water loss for the month of June held steady at 2%.

**7. Old Business**

- a. Website – All  
The website is up to date.
- b. Small Water System Management Plan – All  
Staff continue to work on the plan with a goal to complete by Christmas or sooner.
- c. Update on SAO Cyber Audit – Tim Berger/Karen Shay  
Still working on preparing our IT system so that it can be cyber-audited.
- d. Irrigation Problems – Jim Larison/John Lewis  
The Board thanked Karen Shay for the extensive data she had pulled together on water use in SunLand. After discussion, the Board decided to meet as a separate working group after the next Board meeting to (1) identify if there is a problem with excessive irrigation/water usage, and (2) to develop a policy to address the issue.

**8. New Business**

Apprenticeship Program – Tim Berger  
Tim reviewed the 2-year apprenticeship programs offered by Evergreen Rural Water for Water Distribution Manager, and Wastewater Treatment Plant operators. The program was created to develop future skilled operators as journey-level staff near retirement age. Each program includes 288 formal training hours and wage reimbursement for a mentor’s gross wages. Commissioners voiced support of apprenticeship programs in general and asked Tim to look into the program further.

**9. Request for Waiver of Late Charges and/or Alternate Payment Plans – Judy Gamble**  
No requests were received.

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

**11. Adjournment – M/S/P to adjourn the meeting at 10:44 a.m. (Moved by A. Frank and seconded by J. Lewis)**

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

Respectfully submitted.

  
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Judy Gamble, Office Administrator

Approved 20 August 2024

  
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John Lewis, Commissioner

  
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Jim Larison, President

  
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Al Frank, Commissioner