

# SunLand Water District

## Board of Commissioners Meeting of August 20, 2024

### MINUTES

**Purpose:** Regular Meeting

**1. Call to Order:** 9:03 AM

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

**2. Evergreen Rural Water Zoom Presentation**

Ernie Klimek of Evergreen presented an overview of Evergreen's Apprentice Program. Evergreen has three apprenticeship programs, Water Distribution Manager, Water Treatment Plant Operator and Wastewater Treatment Plant Operator. The program was developed in response to the growing demand for skilled operators as more and more operators are reaching retirement age. Both the water and wastewater programs are two years long. The curriculum is designed to prepare the apprentice to be fully qualified in multiple aspects of water and wastewater operations. Program requirements include 4,000 hours of on-the-job training and 288 hours of related instruction. Applications can be submitted year-round, and new training commences at Evergreen's Fall Conference the last week in August.

**3. Minutes:** It was M/S/P to approve the minutes of the meeting of July 16, 2024. (Moved by A. Frank and seconded by J. Lewis.)

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

**5. Financial Report:** The Board reviewed the 2024 financial report presented by Karen Shay. Overall, revenue and expense are on track with the budget. Total Expense spending is 56% of the total budget for the year.

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

- 7/24/24 – Johnson Electric sent out a service tech to wire the new actuator controls on new plug valve. The tech arrived late, spent all day attempting to wire actuator and went home after getting the open/close lights on SCADA working.
- 7/25/24 – Willy and Rich, with the help of service techs over the phone, wired the new actuator and it is operating normally. Amazing work by those two - and thanks for keeping the plant running efficiently 24 hours per day in an extremely difficult time.
- The WRF staff also replaced an alum mixer.
- The Fawnwood Lift Station was installed Tuesday August 13<sup>th</sup> and appears to be running well. Pump run times dropped from 8 minutes back down to a more normal 4 minutes.
- A quote has been received to install a continuous air monitoring system in the Main Lift Station vault and the DM will proceed with procurement.
- It is planned to install a radar-level control system in the Main Lift Station in October.
- 7/30/24 – Evergreen Rural Water was onsite working with Rocky and Joe on a leak detection survey (FREE). They found a possible small mainline/service line leak on Clallam Bay Street.
- 8/1/24 – Spectra Labs reports all lead and copper distribution sample results were well below all EPA & State MCL's. We are good for another 3 years.

- 8/8/24 -Started collecting weekly pH/turbidity samples, and monthly upper and lower reservoir coliform samples. The water quality monitoring program is spearheaded by Rocky and Joe.
- Water loss for the month of July held steady at 2%.
- The SWD has been approved for State sponsored PFAS sampling. We are scheduled to sample the upper and lower reservoir wells the week of 8/26/24.
- Scott's truck was badly in need of new brakes and power steering repair. The auto shop was backed up with no available appointments for a few weeks. Scott was able to complete the repairs himself, saving the District considerable money.

## 7. Old Business

- Website – All  
The website is up to date.
- Small Water System Management Plan – All  
Staff continue to work on the plan with a goal to complete by Christmas or sooner.
- Update on SAO Cyber Audit – Tim Berger/Karen Shay  
The penetration tests have been ongoing through 8/16/24. The cyberaudit team is finalizing their report for the SWD.

## 8. New Business

- Update to Employee Manual – Karen Shay  
The need to add a definition of reimbursement for Emergency Overtime to the Employee Manual was discussed. The commissioners agreed that the District Manager should have authority to approve overtime in unusual emergency situations. Jim Larison asked Karen to draft an addendum to Section 3.08 of the Manual and bring it back to the Board for approval.
- Main Lift Station – Al Frank  
Commissioner Frank mentioned concerns regarding the pump at the Main Station. Tim stated that he and SWD staff believe the pump is in good shape and are confident of its performance. The sewer pipe from the Main to the WRF was also discussed. Should the pipes be scoped to see if they may need relining after so many years of use? It hasn't been an issue, but Tim will consult with SWD staff and report at the next Board meeting.
- Golf Course Drinking Fountains – John Lewis  
Commissioner Lewis asked if the drinking fountain on the 9<sup>th</sup> Green was active. Judy responded that two of the Golf Course leaking drinking fountains had been de-commissioned as the SGCC did not wish to repair them. Tim will check with the water staff regarding the status of the drinking fountain in question.
- Water Use Efficiency Goal Setting – Jim Larison  
WAC 246-290-830(a), concerning Water Use Efficiency Goal Setting, states "Goals shall be set in a public forum that provides opportunity for consumers and the public to participate and comment on the water use efficiency goals." As the District has not had a public forum regarding WUE goal setting in several years, Commissioner Larison directed the staff to investigate possible ways to comply with the WAC directive and report back to the Board.

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

Two requests were received – accounts #1328 and #1477. For good cause, the Commissioners approved a waiver of the late fees for both accounts.

## 10. Checks and Vouchers - The payroll summary for July 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 10:53 a.m. (Moved by A. Frank and seconded by J. Lewis)

NEXT REGULAR BOARD MEETING WILL BE TUESDAY, SEPTEMBER 17, 2024 AT 9 A.M

Respectfully submitted.

  
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Judy Gamble, Office Administrator

Approved 17 September 2024

  
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Jim Larison, President

  
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John Lewis, Commissioner

  
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Al Frank, Commissioner