

SunLand Water District

Board of Commissioners Meeting of September 17, 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 August 20, 2024. (Moved by A. Frank and seconded by J. Lewis.)

3. Public Comment Period: n/a

4. Financial Report: The Board reviewed the 2024 August financial report presented by Karen Shay. Overall, revenue and expense are on track with the budget. Total Expense spending is 63% of the total budget for the year. Judy mentioned that all 3rd quarter payments have been received.

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

Highlights include:

- The City of Sequim pumped out grit/grease on September 12th 2024 from Main Lift and Taylor Lift Stations.
- The line from the Main Lift Station is PVC, and should be in decent shape, low pressure, maybe 10 psi, and dumps into the influent basin from an open pipe.
- Willy & Rich are researching purchasing used aluminum irrigation piping which costs a fraction of the usual price.
- 8/27/24 – PFAS samples were collected, and sent off to the lab.
- 9/11/24 PFAS sample results received. Upper reservoir results showed trace amounts of Perfluorhexanesulfonic Acid at 3.6 ng/L, state action limit 65 ng/L, and Perfluorobutanesulfonic Acid 2.0 ng/L, state action limit 345 ng/L. Both contaminants are well below action limits. It sounds like the DOH requires a second quarterly PFAS test if any contaminants are found. Discussing the results with them now. The lower reservoir had “ non-detection” results for all contaminants tested. No issue with PFAS within SunLand's lower well.
- Scott investigated the water fountains on the golf course and found that 2 were in service, and 2 are shut off and abandoned. The fountain on the 18th green is in service, and metered, a the one at the tennis courts is in service, and also metered.
- The replacement of the fire hydrant at Taylor Blvd & Harleman Drive will be pushed out until next spring. We are trying to get a trailer-mounted vacuum excavator onsite to demonstrate its functionality but it is unavailable at this time.
- Water loss for the month is holding steady at 2%.
- Found a small fire hydrant (up to 675 gpm @ 75 psi). SWD staff can install and it will work to provide fire protection to the office and surrounding buildings.
- Having discourse with the SunLand Golf & Country Club regarding our removal of grease bars and cleaning of the sewer line from their restaurant in June.

6. Old Business

a. Website – All

Due to recommendation of the SAO Cyber Audit, photos of the WRF's SCADA system will be removed.

b. Small Water System Management Plan – All

Staff continue to work on the plan with a goal to complete by Christmas or sooner. Tim went over a few of the requirements of the Technical Section.

c. Update on SAO Cyber Audit – Tim Berger/Karen Shay/Al Frank

A cyber audit results meeting was held on Monday, September 16, 2024 with Karen Shay, Tim Berger, Al Frank representing the Board of Commissioners, and Jaimie Bariekman with the SAO. Al will contact Evolution Controls to discuss specific audit recommendations regarding the SCADA system and the VPN at the WRF.

7. New Business

a. Update to Employee Manual – Karen Shay

Karen presented revision to the Employee Manual; namely, an update to Section 3.09 (Emergency Overtime Time) and the addition of a new Section 5.0.8 (Bereavement Leave). **It was M/S/P to approve the revision. (Moved by Al Frank and seconded by John Lewis.)**

b. 2025 Budget Discussion – Karen Shay

Karen presented Version 1 of the 2025 budget for review and discussion. Version 2 will be available for review the week of October 23rd.

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

No requests were received.

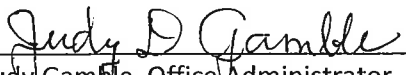
9. Checks and Vouchers - The payroll summary for August with detail, a transfer check, and a vendor payment voucher were signed by the Commissioners.

10. Christmas Gathering – December 17th was chosen as the date for the annual Christmas gathering. If Judy is successful in finding a caterer, she will book SunLand's Gathering Place for the event.

11. Adjournment – M/S/P to adjourn the meeting at 11:00 a.m. (Moved by A. Frank and seconded by J. Lewis)

NEXT REGULAR BOARD MEETING WILL BE TUESDAY, OCTOBER 15, 2024 AT 9 A.M

Respectfully submitted.



Judy Gamble, Office Administrator

Approved 15 October 2024



John Lewis, Commissioner



Jim Larison, President



Al Frank, Commissioner