SunLand Water District

Board of Commissioners
Meeting of November 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 October 15, 2024. (Moved by A. Frank and seconded by J. Lewis.)**

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

4. **Financial Report:** The Board reviewed the 2024 October financial report presented by Karen Shay. Overall, revenue and expense continue to be on track with the budget. Total Expense spending is 79% of the total budget for the year. Karen will present updated Finance and Reserve Policies at the December meeting.

5. **Manager's Report:** The monthly District Manager's report will be appended to the official meeting minutes. Highlights include:
   - City-wide power outage on 10/18/24. At approximately 1647-1927, Scott came in to check status of reservoirs and lift stations. Joe assisted with setting up a trash pump at the Fawnwood Lift Station. Rich came in and checked out the plant. He found the emergency generator transfer switch not set to automatically switch during an outage. (The generator maintenance person left it off when servicing last month).
   - Looking at cost/feasibility of purchasing a portable generator that could be hauled in the green 1-ton truck to be used at either the Fawnwood Lift Station or the Highway Lift Station during power outages. A manual transfer switch for both stations would also be needed. (There is a safety issue when transferring 4-inch gas powered trash pump/hoses during outages when dark and muddy conditions exist). There are many more portable power-use functionalities. (Rocky's idea.)
   - 10/23/24 Scott and Rocky investigated pump #2 at the Fawnwood Lift Station. There was a loud chatter in the pump. A probable golf ball was sucked into the impeller. It fell out when the pump was pulled.
   - Ed from Utility Services was onsite Wednesday, Thursday, Friday (November 13-15) to install the main lift radar level control and back up float system.
   - Rocky passed his WDM 2 certification test which is great news.
   - 10/23/24 Got a request from John McKenzie from the Sequim fire department requesting flow and pressure data from 6 different fire hydrants located throughout the district (testing today). This is part of a Western Washington database being created.
   - Purcell Coatings Company started the epoxy project on the upper reservoir on Tuesday, November 12th. They will be completely stripping all floor surfaces, repairing any damage on wall surfaces, and applying two complete epoxy coatings on all surfaces. Work should be completed by 12/5/24.
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6. **Old Business**
   a. <u>Website – All</u>
      The website is up to date.

b. <u>Small Water System Management Plan</u> – All
Staff continue to work on the plan with a goal to complete by Christmas or sooner. Tim is helping out on the Cross Connection and other technical aspects of the Managerial section. He is also working on a Water Use Efficiency Plan.

c. **<u>Resolution 146 – Maintenance & Operation Budget for 2025</u> - Commissioners**
It was M/S/P to approve the 2025 budget as presented. (Moved by A. Frank, seconded by J. Lewis.)

7. **New Business**

The annual SWD Christmas Lunch will be held at the SLOA Gathering Place, 135 Fairway, on Tuesday, December 17th, at 11:30 a.m.

8. **Request for Waiver of Late Charges and/or Alternate Payment Plans** – Judy Gamble
Three requests (accounts 1058, 2704, 2588) were received to waive the $25 late charge for 4th quarter. All requests were approved by the Commissioners for good cause.

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

10. **Adjournment – M/S/P to adjourn the meeting at 9:40 a.m. (Moved by A. Frank and seconded by J. Lewis)**

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

Respectfully submitted.

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Judy Gamble, Office Administrator

Approved 17 December 2024

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Jim Larison, President

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John Lewis, Commissioner

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Al Frank, Commissioner