

SunLand Water District

Board of Commissioners

Meeting of July 11, 2017

MINUTES

Purpose

Regular Meeting

1. **Call to Order:** 9:00 a.m.

Attendees: Commissioners Putnam and Larison; Mike Langley, Manager; Karen Shay, Bookkeeper, Judy Gamble, Office Administrator, and visitors, SunLand Division 17 president Gary Fortmann and Mr. Joe Ogden.

2. **Minutes:** The minutes of the June 13, 2017 regular meeting were approved as presented.

3. **Financial Report:** Karen Shay presented the financial reports through 6/30/17.

4. **Manager's Report:** District Manager, Michael Langley, presented his report which is appended to and is part of the official minutes. There was discussion regarding a situation in the upper reservoir and what future steps are planned to solve the problem.

5. **Old Business:**

- a. **Online Bank Access for Karen:** Due to conflicting information received from our bank, it was recommended that Karen Shay talk directly with bank supervisory personnel to find out if Karen, and possibly Judy, can access the account online and be able to view (only) the information (e.g., checks deposited) without being a signatory on the account.
- b. **New Office:** The move is complete and we are gradually getting settled. The new phone system will be installed this week. Hopefully, the next BOC meeting can be held in the new facility. Northwest Security has yet to respond to Mike's request to revisit their service quotation which was deemed high for the service provided. Jim Larison passed around a binder of photos showing the construction of the new facility from the first day. Mike will add current photos as we get settled.

- c. Health Insurance Update: Karen reported that we have renewed Regence medical insurance for employees only and have added dental and vision coverage. Insurance cards are being issued.
- d. Status of Meter/Meter Setter Installation: As reported by Mike Langley in his report, Scott and Dutch have installed nearly all the water meters and will be phasing into a meter reading program as they continue to install the last remaining unmetered connections. There are two more connections to find and meter in Division 11 and a number of connections to find and meter on single family lots as some of the early installations have been covered over with plant growth, etc.
- e. Meter Reading/Data Processing: We will be reading all of Division 17 first, and then all of SunLand. As reported previously, the plan is to read all of the meters in SunLand for a period of approximately one year and analyze that data before any action is taken to bill residents by individual water usage.
- f. Vision Training: As was approved in an earlier meeting, now that we are in the new facility, we need to schedule an in-house training session by Vision. Karen will contact them to set up a date.

6. New Business:

Commissioner Putnam commented that his term would be up soon and the Board needs to begin thinking about succession issues.

- 7. Checks & Vouchers:** – Karen presented a payment voucher (\$23,507.91) and Judy presented a transfer check (\$79,529.95) for signature which will be submitted to the County. All documents were signed by Commissioners Putnam and Larison.

Adjourn: The meeting was adjourned at 9:45 a.m.

Respectfully submitted,
Judy Gamble
Office Administrator