

SunLand Water District

Board of Commissioners Meeting of December 8, 2020

MINUTES

Purpose: Regular Meeting

1. **Call to order.** 9:00 AM
Attendees Via Zoom: Commissioners Larison, Fortmann and Frank, Mike Langley, district manager, Judy Gamble, office administrator, Karen Shay, bookkeeper
2. **Minutes:** It was M/S/P to approve the minutes of the regular meeting of November 10, 2020.
(Moved by G. Fortmann, seconded by A. Frank.)
3. **Public Comment Period:** N/A per the Governor's Proclamation 20-28 - effective until termination of the COVID-19 State of Emergency extended to January 19, 2021
4. **Financial Report:** Karen Shay's current reports for 2020 – previously sent out via email - were presented and reviewed.
5. **Manager's Report** – Mike Langley presented his report which will be appended to the official meeting minutes. Highlights include:
 - a. The WRF crew continues Corona Virus sampling with results displayed on the SWD website. We received a positive result report from a weekly sample of the influent at the WRF on November 12th but received a negative result the following week. For a period of time, the SWD will be sending in samples taken from both the influent and effluent wastewater at the WRF to determine if the treatment process kills the virus.
 - b. All of SunLand experienced a three-hour power outage on November 17, 2020.
 - c. The 40-year-old manual irrigation system at the WRF spray field will be replaced with a new wheel line irrigation system next year.
 - d. Rich Sleeper of SunLand is now certified as a Water Distribution Operator and is gearing up to be the District's coliform bacteria sampler.
 - e. The next water meter read is planned for the first week of January.
 - f. The water level in both wells is normal for winter months.
 - g. Total water production numbers continue to appear high. SWD continues to search for leaks or other reasons for high production. Scott is investigating some irrigation that may not be metered.
 - h. The emergency generator for lift station #3 has been installed and awaits final electrical work and start-up.
 - i. The District is still working on a solution to a rough-running generator at the upper reservoir/pressure system.
 - j. The District has a new customer connected to water and sewer at 11th Court.

6. Old Business

a. COVID-19 – Sampling & Customer Notification – Mike Langley

COVID-19 lab reports received weekly are posted on the SWD website and an email is sent to residents with the results. (See Manager's Report above.)

b. Legal Report – Mike Langley

There is nothing new to report. Judy has had no response from SWD's attorney to her request for clarification regarding the outstanding amount on the subject owner's account dating back to the March 19, 2019 judgment. The new year's bill will be added to the delinquent balance.

c. Emergency Response Plan – Mike Langley

Mike will take over, or assign someone, to complete writing specific guidelines for Phases 2 and 3 of the District's Plan.

d. Website – All

Judy has been working on preparing an update to the website. Individual employee photos of the water and WRF personnel have been posted. New photos for the Gallery are being selected.

e. New Hire Search – Mike Langley

The Water Distribution Operator position was posted on our website and advertised by WASWD and INDEED. Karen also sent the ad to an additional government job posting organization. About 20 resumes have been received but no one has applied who meets the job description requirements; however, Mike plans to interview one applicant with related experience this week.

7. New Business

a. Review of Newsletter - Karen Shay

Karen reviewed with Commissioners the second issue of The Water Line newsletter which will be sent to our website and an email sent to all customers with the link to the website. Copies will be mailed to customers without e-mail addresses.

b. Public Works and Purchasing Policy Review – Karen Shay

The policy will be reviewed at the January meeting.

c. Holiday Gathering

Due to the Governor's new COVID-19 restrictions, it will not be possible to have a staff holiday gathering this year.

8. Requests for Waiver of Late Fee – Judy Gamble

- a.** No requests were received this month. Per the Governor's Proclamation of a State of Emergency, all late charges are suspended until December 31, 2020, unless extended. The 2021 annual invoices will be sent out within the next week.

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

- 10. Adjournment – M/S/P to adjourn the meeting at 10:12 a.m. (Moved by G. Fortmann and seconded by A. Frank.)**

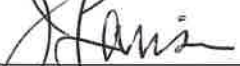
NEXT BOARD MEETING WILL BE TUESDAY, JANUARY 12, 2021

Respectfully submitted



Judy Gamble
Office Administrator

Approved: 12 January 2021



Jim Larison, President



Gary F. Fortmann, Secretary



Al Frank, Commissioner