

SunLand Water District

Board of Commissioners Meeting of August 17, 2021

MINUTES

Purpose: Regular Meeting

1. Call to order. 9:00 AM

Attendees: Commissioners Larison, Fortmann and Frank, Brian Scott, 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 July 20, 2021.

(Moved by G. Fortmann, seconded by A. Frank.)

3. Public Comment Period: N/A – No visitors in attendance.

4. Financial Report: Karen Shay's reports for July 2021 were presented and reviewed. Updates to the Capital Expenditure Budgets for 2021 and 2022 were discussed as well as the preliminary budgets for years through 2026.

5. Manager's Report: The Board reviewed the report written by Brian Scott which will be appended to the official meeting minutes. Highlights include:

- a. Don Lichten from DC Backflow tested all backflow assemblies in the field and at the WRF>
- b. Evolution Controls set up the computer system at the WRF. The control panel and SCADA were updated.
- c. Filter cloths have been replaced on the Aqua Fisk Filter.
- d. Biosolids hauling for the month was 9800 @2.47%solids.
- e. The next total water meter reads will be the first week in September. It is planned to return to monthly readings thereafter.
- f. The water level in both wells is about the same as last month as we continue through irrigation season.
- g. Total water production numbers continue to appear high. SWD continues to search for leaks or other reasons for high production.
- h. Matt with Paco will install the silent check valves on upper reservoir PRV work as soon as they come in.
- i. SWD personnel are in the process of performing a sewer inspection at a new residence on Hogan's Vista.
- j. Sam and Rocky are both working on a class through WETRC. Because of previous experience, Sam was approved to the WDM 2 and CCS (cross connection) test.
- k. SWD personnel responded to a power outage that occurred on 8/9/21 at 8 a.m.
- l. A Ferguson representative met with Karen about programming and also conferred with field staff regarding the Sensus water meters. The Auto Reader is outdated and may be replaced at low cost for a hand-held device and new wand.
- m. SWD purchased a used 2000 Chevy 4 WD 1-ton dually service truck. The truck is capable of meeting all of the District's towing needs.

6. Old Business

a. Legal Report – Judy Gamble

The Board requested that our attorney, Jeff Davis, provide the current status of all outstanding issues with Mr. Oravetz. The attorney responded to the request for info that there is a pending litigation regarding the repair of the leaking water line on the property that was repaired by the SWD. Because the summons has to be delivered by mail, Mr. Oravetz has 90 days to respond from May 26th so we should have an answer around August 26th. Mr. Davis is also awaiting a reply to his calls to Wells Fargo regarding the outstanding water and sewer bills, claims and past judgments. The Board asked Judy to also request status on the earlier criminal case that was sent to the prosecutor's office several months ago but has never been brought to trial.

b. Emergency Response Plan – Brian Scott

Scott Garner has been assigned to complete writing guidelines for Phases 2 and 3 of the District's Plan.

c. Website – All

The website has been updated with new personnel information. New photos are being selected for the Gallery update.

d. Resolution 137 – Credit Card Policy – Karen Shay (tabled from July 20th Meeting)

It was M/S/P (moved by G. Fortmann, seconded by A. Frank) to approve Resolution 137 Credit Card Policy, as presented.

7. New Business

a. Resolution 121 – Update to Employee Manual – Karen Shay

At the July 20th meeting, it was approved by the Board to amend the SWD Employee Manual to add Section 11 Cell Phone Policy (pages 8 & 9) to allow full-time field employees to be reimbursed \$50.00 per month for usage of personal cell phones. In the discussion, Judy was asked to find out if text messages are considered public records in the Public Records Act.

A further amendment to the Manual was proposed in Section 3.0.3 Compensation (page 2) to add that \$1/hour wage increases for certification achievements start at the beginning of the month the achievement is presented to the Board. It was M/S/P (moved by G. Fortmann, seconded by A. Frank) to approve the updates to the Employee Manual as presented.

b. Future Capital Equipment Procurement – Jim Larison

The preliminary capital expenditure list for 2022-2026 provided by Karen Shay was discussed. A special meeting of the Board to discuss the 2022 Budget will be held at the District Office on Wednesday, September 8, 2021, at 9:00 a.m.

c. Irrigation System on Division 17 Driving Range – Al Frank

Brian Scott took an action item to determine if the irrigation system on the Driving Range requires metering and/or a backflow prevention assembly.

8. Requests for Waiver of Late Fee – Judy Gamble

No requests received this month. There are still 19 outstanding payments due for October.

9. **Checks and Vouchers.** The July payroll summary with detail, and a vendor voucher were signed by the Commissioners.
10. **Adjournment** – M/S/P to adjourn the meeting at 11:15 a.m. (Moved by G. Fortmann and seconded by A. Frank.)

NEXT BOARD MEETING – SPECIAL MEETING RE 2022 BUDGET – SEPTEMBER 8, 2021 AT 9 A.M.


NEXT REGULAR BOARD MEETING WILL BE TUESDAY, SEPTEMBER 21, 2021 AT 9 A.M.

Respectfully submitted




Judy Gamble
Office Administrator

Approved: 21 September 2021



Jim Larison, President



Gary F. Fortmann, Secretary



Al Frank, Commissioner