

SunLand Water District

Board of Commissioners Meeting of December 21, 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 and Division 17 representative, Tom Hamman

2. Minutes: It was M/S/P to approve the minutes of the regular meeting of November 16, 2021. **(Moved by G. Fortmann, seconded by A. Frank.)**

3. Public Comment Period: No comments given.

4. Financial Report: Karen Shay reviewed and discussed with the Board the 2021 Budget at 92% completion.

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. Rich and Willy winterized the spray field irrigation.
- b. Biosolids hauling for the month was low due to the rains.
- c. Rich and Willy are working out the bugs on work sheets for daily reporting.
- d. Rich graded the driveways at the plant.
- e. Quarterly testing of field wells was completed.
- f. Meters were read the first week in December. The next total water meter read will be the first week of January.
- g. The water level in both wells is much better with the lower production showing only a 11% water loss.
- h. Total water production numbers continue to appear a lot lower. The SWD continues to search for leaks.
- i. SWD staff is working on putting in new butterfly valves in the reservoirs.
- j. Sam and Rocky passed the Cross Connection State Certification test on December 6th with flying colors.
- k. The SWD called SLOA's greenbelt person, Bob Eichorn, about removing a tree at the Fawnwood Lift Station which could have caused damage. Mr. Eichorn quickly had the tree cut down and SWD staff removed it.
- l. The SWD and Strait Electric are still waiting on word on about the ship date for the new main lift station generator.
- m. Two bids have been received for the Highway Lift Station. Both bids are for Smith & Loveless components.
 - Bid from Joe Buckman of Apsco: \$121,000
 - Bid from Ed Mola, Utilities Service Company: \$100,000

- n. An SWD employee tested positive for COVID on Monday, December 13th. The District Manager closed the office and requested all staff members and their spouses get tested on Tuesday morning. By Wednesday evening, everyone's result came back negative and the staff returned to work on Thursday morning. The individual who tested positive will quarantine for 14 days and return to work after Christmas after receiving two negative test results. After considerable discussion regarding procedures to follow when an employee tests positive for COVID or any other transmissible pandemic disease, the Commissioners requested Karen Shay write a District Pandemic Policy to be reviewed at the next meeting.
- o. The District Manager sent a letter to the owner of property on Horizon View regarding an ongoing issue with the storm water impacting the sewer line and the actions to be taken by the District to resolve the issue.

6. Old Business

- a. Legal Report – Brian Scott/Judy Gamble
Upon receipt of the required minimum payment from mortgagor, Wells Fargo, the SWD staff reinstalled Mr. Oravetz' water meter and restored service to the residence on December 16th.
- b. Emergency Response Plan – Brian Scott
Rocky Burbank will take over the task of continuing to write guidelines for Phases 2 and 3 of the District's Plan.
- c. Website – All
The website has been updated. A link to access The Water Line newsletter on our website will be emailed to residents.
- d. The Water Line – Karen Shay will be sending out the latest SWD newsletter by the end of the month.

7. New Business

- a. Oath of Office: Judy Gamble, WA State Notary, administered the oath of office to newly elected Commissioner Al Frank. Mr. Frank will serve a 6-year term in Commissioner Position #3.
- b. Resolution 121 – Employee Manual Revision – Karen Shay
It was M/S/P (moved by G. Fortmann, seconded by A. Frank) to approve a revision to the Employee Manual to add a provision to pay for travel time.

8. Requests for Waiver of Late Fee – Judy Gamble

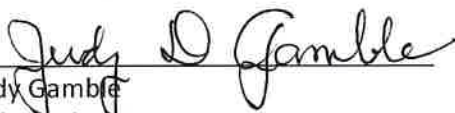
Two requests were received. One for a waiver of late charge due to ill health and one for a delay of a few days in termination of service due to non-payment. Both requests were approved by the Commissioners.

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

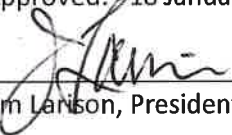
10. Adjournment – M/S/P to adjourn the meeting at 10:15 a.m. (Moved by G. Fortmann and seconded by A. Frank.)

NEXT REGULAR BOARD MEETING WILL BE TUESDAY, FEBRUARY 15, 2022 AT 9 A.M.

Respectfully submitted


Judy Gamble
Office Administrator

Approved: 18 January 2022


Jim Larison, President

Gary F. Fortmann, Secretary


Al Frank, Commissioner