

SunLand Water District

Board of Commissioners Meeting of January 18, 2022

MINUTES

Purpose: Regular Meeting

1. Call to order. 9:00 AM

Attendees: Commissioners Larison and Frank, Brian Scott, district manager, Judy Gamble, office administrator, Karen Shay, bookkeeper

2. Election of Board Positions for 2022: – Jim Larison

It was M/S/P to elect Jim Larison as President and Gary Fortmann as Secretary for 2022. (Moved by A. Frank and seconded by L. Larison)

3. Minutes: It was M/S/P to approve the minutes of the regular meeting of December 21, 2021. (Moved by A. Frank, seconded by J Larison.)

4. Public Comment Period: No visitors in attendance.

5. Financial Report: Karen Shay reviewed and discussed with the Board the 2021 year-end financial reports.

6. 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 drained the spray field irrigation due to freezing temperatures.
- b. Biosolids hauling for the month was low due to the rains.
- c. Rich and Willy worked with Evolution controls and Strait Electric on the SCADA System at the WRF.
- d. SWD staff worked during the storm due to power outages. The plant alarmed two months in a row.
- e. End-of-year testing and year-end reports were completed and sent in to the State.
- f. The next total water meter read will be the first week of February.
- g. The water level in both wells is much better with the lower production. Jim Larison asked Brian to provide data on yearly high/low/average water levels for both wells.
- h. Total water production numbers continue to appear low. The SWD continues to search for leaks.
- i. SWD staff worked 12 hours the day after Christmas due to power outages.
- j. SWD staff removed the tree on Fawnwood cut down by SLOA.
- k. SWD saw-cut the driveway at 177 Horizon View to assist the homeowner who is installing a pump to rectify the problem of drainage water going into the sewer line.
- l. The SWD, with Strait Electric and Groves, delivered the new generator at the Main Lift Station. Start-up is scheduled for February 2nd.
- m. SWD staff responded to a power outage at 2:30 pm on January 6th at the Fawnwood Lift Station.
- n. Brian Scott is talking with Utilities Service Company (low bidder) regarding the new Hwy Lift Station. Karen is checking MRSC Roster to see if this company is registered.

- o. On January 13th, SWD staff worked with Evergreen Rural Water to detect leaks at no cost to the District except employee time. It was noted that Evergreen, if requested, provides smoke tests at no-charge.

7. Old Business

- a. Legal Report – Brian Scott/Judy Gamble
Nothing to report this month.
- b. Emergency Response Plan – Brian Scott
Scott Garner is completing the plan and will pass on to Judy for proofing.
- c. Website – All
Not discussed.

8. New Business

- a. Resolution 139 – Pandemic Policy – Karen Shay
It was M/S/P to approve the Pandemic Policy as presented. (Moved by A. Frank and seconded by J. Larison.) Note: Discussion regarding clarification of sick leave in Section 1.02 of the Employee Manual will be on the agenda for the next meeting.
- b. **COVID Test Kits:** It was noted the Government website opens on January 19th for residents to order Rapid COVID Test Kits. Four kits may be ordered per household.

9. Requests for Waiver of Late Fee – Judy Gamble

No requests were received this month.

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

11. Adjournment – M/S/P to adjourn the meeting at 9:43 a.m. (Moved by A. Frank and seconded by J. Larison.)

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

Respectfully submitted


Judy Gamble
Office Administrator

Approved: 15 February 2022


Jim Larison, President


Gary R. Fortnam, Secretary


Al Frank, Commissioner