

# SunLand Water District

## Board of Commissioners Special Meeting of November 14, 2023

### MINUTES

**Purpose:** Regular Meeting

**1. Call to order:** 9:00 AM

Attendees: Commissioners Larison, Fortmann and Frank, Tim Berger, Judy Gamble, Karen Shay, and visitor John Lewis, (Elected to SWD Board of Commissioners eff. Jan. 2024).

**2. Minutes:** It was M/S/P to approve the minutes of the special meeting of October 31, 2023. (Moved by G. Fortmann and seconded by A. Frank.)

**3. Public Comment Period:** n/a

**4. Financial Report:** Karen Shay presented and reviewed the November financial reports. YTD revenue is 98% of the total budget.

**5. Manager's Report:** The monthly District Manager's report will be appended to the official meeting minutes. Highlights include:

- a. Rocky and Joe constructed and installed a new upper reservoir well pump roof.
- b. Staff answered a 0415 call on Saturday, 11/4/23, reporting a 2inch water service manifold break at 61 Mt. Baker Drive. The leak repair was completed at 1130. No parts were required.
- c. The cost of installing a radar level control system in the main lift station is approximately \$2700 for the basic equipment, and another \$5-7K for Straits Electric to install a program controller. Utility Services (Fawnwood lift Station contractor) will look at the feasibility, and estimate the cost, of installing a float level control system like the ones used in the other lift stations.
- d. Hoping to start excavating for a new fire hydrant installation at the district office/barn area late this month or early December. Still determining feasibility.
- e. Scott is obtaining quotes for epoxying one reservoir early next year. District manager is looking at DOH reservoir-approved epoxy coatings.
- f. A hydrant meter will be ordered for around \$600 which will enable the capture of gallons wasted during distribution system flushing.
- g. SWD is working with the Zenner Meter Company on use of a lower cost residential ultrasonic meter and pricing out a drive-by meter-read system which could read all meters in just over an hour compared to two people walking the entire district in an 8-hour day with the present system. However, the cost of such a system might be prohibitive. Another consideration is that staff would not be able to catch leaks and other problems at the meter site. Badger Meter Company has good reviews and will also be contacted.
- h. PUD came out to look at overgrown trees covering powerlines. Tree trimming of low voltage wire obstruction if our responsibility. A tree service may be needed to reach the higher branches.
- i. Water loss for October was 4%.
- j. The district manager is talking with a PRV (Pressure Reducing Valve) specialist about training staff and rebuilding PRV's at the upper reservoir.

**6. Old Business**

- a. Website – All  
No changes this month.

b. Small Water System Management Plan – All

Tim is working on the technical section and Karen and Judy are working on the financial and management/history sections. The question arose as to whether a Sewer Management Plan exists. Staff will investigate.

c. Fire Hydrant – Tim Berger

As stated in the Manager's Report, SWD staff plan to begin excavating a possible location at the end of November or first of December to determine its suitability for installation of a fire hydrant to serve the district office/barn area.

d. Resolution 144 - 2024 Annual Budget – Tim Berger/Karen Shay

The final 2024 budget was reviewed. **It was M/S/P to approve Resolution 144 Maintenance & Operation Budget for 2024. (Moved by G. Fortmann and seconded by A. Frank.)**

e. Update to Resolution 121 Employee Manual – Karen Shay (Postponed to December meeting)

7. **New Business**

a. Update to Resolution 120 – Rates, Payments, Delinquent Accounts, Liens & Foreclosures –Judy Gamble

Updates were discussed. **It was M/S/P to approve the update to Resolution 120. (Moved by G. Fortmann, seconded by A. Frank.)**

8. **Request for Waiver of Late Charges and/or Alternate Payment Plans** – Judy Gamble

One request for waiver of a late charge was considered. The Board approved a one-time waiver of the late fee for account #1226.

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


10. **Adjournment** – M/S/P to adjourn the meeting at 9:52 a.m. (Moved by G. Fortmann and seconded by A. Frank)


**NEXT REGULAR BOARD MEETING WILL BE TUESDAY, DECEMBER 19, 2023 AT 9 A.M**

Respectfully submitted.

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Judy Gamble, Office Administrator

Approved: 19 December 2023

  
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Jim Larison, President

  
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Gary F. Fortmann, Secretary

  
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Al Frank, Commissioner