

# SunLand Water District

## Board of Commissioners Meeting of February 20, 2024

### MINUTES

**Purpose:** Regular Meeting

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

Attendees: Commissioners Larison, Frank, and Lewis; Tim Berger, Judy Gamble, and Karen Shay

**2. Minutes:** It was M/S/P to approve the minutes of the meeting of January 16, 2024. (Moved by A. Frank and seconded by J. Lewis.)

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

**4. Financial Report:** The Board reviewed the January 2024 financial report presented by Karen Shay. Income for the start of 2024 is similar to 2023, at just over 50% income received. Two utility hookup fees have been received – one in January and the other in February.

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

Highlights include:

- a. Staff are in the process of repurposing two in-ground meter-setter sample stations within the District. One new sample-capable meter setter is onsite. We will have five reliable stations at this point with two more needed to complete the upgrade.
- b. 2/12/24 – started draining the upper reservoir into the distribution system; 2/13/24 – started cleaning/inspection of upper reservoir; 02/14/24 – disinfected and reservoir put back online.
- c. The 2023 Consumer Confidence Report has been completed, reported, and posted on the SWD website.
- d. Water loss for the month of January was 4%.

**6. Old Business**

a. Website – All

Election information was updated to delete reference to 2023 election. We have new pictures for the Gallery.

b. Update to Resolution 121 Employee Manual – Karen Shay

**It was M/S/P to approve the update regarding new hire vacation benefits to the Employee Manual. (Moved by A. Frank and seconded by J. Lewis.)**

c. Small Water System Management Plan – All

Tim has sent a Public Records Request to the DOH for a copy of the SWD' previous Small Water System Management Plan. .

**7. New Business**

a. Update to Resolution 120 District Policy re Rates, Payments, etc. – Judy Gamble

A new section 5.0 entitled "Additional Fees" was added to the Policy "Rates, Payments, Delinquent Accounts, Liens and Foreclosures." Water turn on/off service costs the District money and has heretofore been provided free of charge. The new sub-section 5.01 "Turn On/Turn Off Service" states there is a one-time charge of \$45.00 to residents requesting their water be shut off. There is no charge for reconnection. A minimum of two

(2) business days must be given prior to turning the water back on. Someone with access to the residence must be at the service location when water is being turned on. **M/S/P to approve the addition of new section 5.0 "Additional Fees" to the District Policy. (Moved by A. Frank and seconded by J. Lewis.)**

b. **Purchase of Washer/Dryer for Employee Use in the Barn – Tim Berger**  
Water staff are frequently exposed to wastewater material soiling their clothes. It is unsanitary for contaminated clothing to be taken home to be washed. The Commissioners authorized Tim to proceed with obtaining the necessary appliances so that contaminated work clothing may be washed in the barn.

8. **Request for Waiver of Late Charges and/or Alternate Payment Plans – Judy Gamble**  
Waiver of late fees were approved for accounts 1067 and 1345.

9. **Checks and Vouchers -** The payroll summary for January 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 10:14 a.m. (Moved by A. Frank and seconded by J. Lewis)**

**NEXT REGULAR BOARD MEETING WILL BE TUESDAY, MARCH 19, 2024 AT 9 A.M**

Respectfully submitted.

  
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Judy Gamble, Office Administrator

Approved 19 March 2024

  
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John Lewis, Commissioner

  
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Jim Larison, President

  
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Al Frank, Commissioner