

# SunLand Water District

## Board of Commissioners Meeting of April 16, 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 March 19, 2024. (Moved by A. Frank and seconded by J. Lewis.)

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

**4. Financial Report:** The Board reviewed the March 2024 financial report presented by Karen Shay.

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

Highlights include:

- a. Denny from Secord Excavation stopped by the WRF on 4/11/24 to evaluate potential building sites and estimate development costs.
- b. 4/3/24: EJ Hydrants provided on-site hydrant training.
- c. 4/4/24: Smith & Loveless provided on-site lift station pump and operations training.
- d. Lead/galvanized service line identification program is over 65% completed.
- e. The remaining two cells at the Lower Reservoir were cleaned and put back into service on 3/29/24.
- f. Water loss for the month held steady at 7%.
- g. The new hydrant meter is on site. Exercising and flushing of mainline valves will be done this week.

**6. Old Business**

a. Website – All

The website is up to date.

b. Small Water System Management Plan – All

Tim has received electronic copies of the last plan the SWD submitted to the State. Staff will review to see if anything can be used in the new plan.

**7. New Business**

a. Amendment to Resolution 120 district Policy re Rates, Payments, etc. – Judy Gamble

It was M/S/P to approve changes to Section 5.0 ADDITIONAL FEES to include a charge for after-hours service (moved by A. Frank and seconded by J. Lewis).

b. Cybersecurity Audit – Karen Shay

An audit of our cyber security performance is being offered free of charge by the State Auditor's Office. The Board agreed to accept the offer and Karen will notify the SAO.

- 8. **Request for Waiver of Late Charges and/or Alternate Payment Plans – Judy Gamble**  
No requests have been received this month.
- 9. **Checks and Vouchers** - The payroll summary for March 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 9:41 a.m. (Moved by A. Frank and seconded by J. Lewis)**

**NEXT REGULAR BOARD MEETING WILL BE TUESDAY, MAY 21, 2024 AT 9 A.M**

Respectfully submitted.

  
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Judy Gamble, Office Administrator

Approved 21 May 2024

  
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Jim Larison, President

  
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John Lewis, Commissioner

  
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Al Frank, Commissioner