

**Minutes of the Queen Valley Sanitary District**

**Board of Directors Regular Meeting**

**Held Tuesday, August 10, 2021**

1. **Call to Order:** Chairperson Rick Moore called the meeting to order at 9:00 a.m.
2. **Pledge of Allegiance:** Rob Langefeld led the Pledge of Allegiance.
3. **Roll Call:** Pam Bennett, Suzy Mittleider, Rob Langefeld, Rick Moore, and Business Administrator Michele Villavicencio were present. J.C. Tangen and Operator of Record Jed Lant were absent.
4. **Discussion and Approval of Previous Minutes:** Suzy made a motion to approve the July 13, 2021, Regular Meeting. Rob seconded the motion, which was carried unanimously.
5. **Review, Discussion and Approval of Financial Reports and Bills Paid:** Rob made a motion to approve the July Financial Report and Bills Paid as presented. Suzy seconded the motion, which was carried unanimously.

6. **Office Report:** Michele reported that \$40,000.00 was transferred from the Capital Account to the Checking Account for the following expenses:

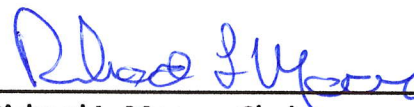
• Jonovich Companies – Piping Repairs	\$38,400.00
• Simon Family Enterprise – Sludge Removal	15,000.00
• Materials	2,420.73
• Flo-Right Pumps	<u>4,194.90</u>
<b>TOTAL</b>	<b>\$60,015.63</b>

As of July 30, 2021, the Checking Account Balance was \$24,439.16, and the Capital Account Balance was \$104,329.42. Per Rick, Michele will transfer \$1,000 monthly to replenish the Capital Account in the future. The Brown & Brown General Liability Insurance Policy was renewed for \$11,763.00. Michele will be having a meeting with the District's Accountant Henri & Horne to work on the District's annual review. She will be out of the office indefinitely as of September 9<sup>th</sup> for medical leave.

7. **Chairman's Report:** Rick reported that Willie has been hired to fill the Grounds Maintenance position. Jonovich finished the plant piping repairs last week, and Simon is done with the dredging of the pond. The airline for the pond is in the process of being rehabbed. The old pumps for the polymer system will be rebuilt, and the sand

filter will be operational soon. Rick and Jed agree that the total plant operations are ready for the winter season. Simon Family Enterprise was contacted for a blocked sewer main Sunday on Madeline Dr. It was promptly cleared.

8. **Plant Report:** Jed's report stated that besides normal plant and grounds maintenance and satisfactory test results, continuation of several plant renovations have been completed, which Rick addressed in the Chairman's Report. The process is operating at optimal with a 30% solids level.
9. **Plant Administrator Position Discussion and Possible Action:** Pam explained that although Jed's expertise and credentials are valuable to the District, it is not part of his job description to be available on a daily basis on site. During our Regular Meetings, it has become evident that Rick is very knowledgeable of the plant operations as he interacts with the contractors and staff almost daily. Pam made a motion to appoint Rick as Plant Administrator to make technical/staff decisions on a regular basis and request that Rick contact the District's Legal Counsel regarding the possibility of compensation for his services in this position. Rob seconded the motion, which was carried unanimously.
10. **Call to Public:** No public present.
11. **New Business:** Rick announced that the next Regular Meeting will be held on September 7, 2021, so that Michele will be available to attend. The possible compensation of the Plant Administrator will be included on the agenda.
12. **Adjournment:** Suzy made a motion to adjourn. Rob seconded the motion, which was carried unanimously.



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Richard L. Moore - Chairperson