

# SunLand Water District

## Board of Commissioners Meeting of October 15, 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 September 17, 2024. (Moved by A. Frank and seconded by J. Lewis.)

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

**4. Financial Report:** The Board reviewed the latest 2024 September financial report was presented by Karen Shay. Overall, revenue and expense continue to be on track with the budget. Total Expense spending is 71% of the total budget for the year.

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

- Willy and Rick ordered a replacement 4-inch, 3-way valve from digester 1 & 2 to sludge truck fill basin No. 3.
- Willy and Rich have started breaking down the concrete dry bed walls and will haul off debris with our dump trailer. Options will be evaluated once completed.
- On September 23<sup>rd</sup>, a possible water line break was reported at 108 Emerald Drive. The crew began working on September 24<sup>th</sup> to repair what appeared to be a service line break in the street. A small crack was found in the 1-inch service line 8 feet from the curb. Water loss was estimated at approximately 5 gpm or 7200 gallons per day. The SWD crew installed a repair clamp and did not have to shut off the water. A cold patch was used to repair the asphalt.
- The PLC controller screen in the upper reservoir burned out. It is still controlling and a new PLC is onsite. Replacement of the PLC will take place this week and support, if needed, is being lined up.
- Water loss for the month is consistently steady at 2%
- SWD staff replaced an old SunLand Golf Club water meter which consistently read 1000 gallons per month. The new meter read 11,991 gallons in August and 7,421 gallons in September.
- Nitrate samples were collected on October 14<sup>th</sup>.
- Purcell Coatings Company will be out on October 23<sup>rd</sup> to evaluate epoxying the upper reservoir.

**6. Old Business**

a. Website – All

The website is up to date.

b. Small Water System Management Plan – All

Staff continue to work on the plan, as time allows, with a goal to complete by Christmas or sooner. Tim is working on a Water Use Efficiency Plan. Commissioner Lewis commented that Division 17 had adopted a water conservation plan for their residents.

- c. 2025 Budget – Tim Berger/Karen Shay  
Discussion continued from previous meeting. Commissioners may have a separate meeting to discuss specific issues. Questions were asked and answered regarding the District’s financial policy.

**7. New Business**

Spray Field Lease – Tim Berger

Every two years the rental rate charged for the 28 acres leased in perpetuity for the spray field and Water Reclamation Facility is examined for possible increase or decrease dependent on the fair market rental value for similar farm property in the area. After reviewing the 2023 USDA report for the cash rent rate in Clallam County for farm acreage, the Commissioners will propose to the property owner that the present monthly rental rate be maintained, without an increase, for the next two years. The rate will be revisited for the 2027 budget year.

- 8. **Request for Waiver of Late Charges and/or Alternate Payment Plans** – Judy Gamble  
No requests were received.

- 9. **Checks and Vouchers** - The payroll summary for September with detail was signed by the Commissioners.

- 10. **Christmas Gathering** – December 17<sup>th</sup> was chosen as the date for the annual Christmas gathering. Judy booked SunLand’s Gathering Place for the event and is talking to 3 caterers for pricing.

- 11. **Adjournment** – M/S/P to adjourn the meeting at 11:32 a.m. (Moved by A. Frank and seconded by J. Lewis)

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

Respectfully submitted.

  
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Judy Gamble, Office Administrator

Approved 19 November 2024

  
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Jim Larison, President

  
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John Lewis, Commissioner

  
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Al Frank, Commissioner