

SunLand Water District

Board of Commissioners Meeting of January 21, 2025

MINUTES

Purpose: Regular Meeting

1. Call to Order: 9:00 AM

Attendees: Commissioners Larison, Frank, and Lewis; Judy Gamble, and Karen Shay (District Manager Tim Berger absent)

2. Minutes: It was M/S/P to approve the minutes of the meeting of December 17, 2024. (Moved by A. Frank and seconded by J. Lewis.)

3. Public Comment Period: n/a

4. Financial Report: The Board reviewed the 2024 December financial report presented by Karen Shay. The year end reserve is \$144k higher than budget, net revenue is \$55k over budget. The 2025-2029 budget is posted on SWD's website.

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

Water Reclamation Facility

- 12/26/24 – The new 4-inch bypass pump is onsite for Main Lift Station. The Water crew is making plans to install the pump the week of January 13th.
- Regarding the new DOE permit requirements: Since the WRF holds a baseline permit, and does not treat the biosolids, no action is required.
- Rocky is working on installing a new 2-inch water meter capable of reading hourly reports at the WRF.
- The WRF is working on getting the base ready for the new building. Preparation involves removing some of the floor of the existing drying bed. WRF staff is working with C & J Construction.

Water

- 1/7/25 – SWD staff are installing a new style sample port meter setter at 214 San Juan Drive.
- Monthly coliform samples will be collected on 1/14/25.
- Water loss for the month ticked up to 7%. The result looks similar to last year at this time. Low consumption drives up the water loss number.
- Water loss for the year ending December 2024 was 3%.
- Total water production for the year 2024 was 63.65 million gallons vs. 75 million gallons in 2023 vs. 81.25 million gallons 2022.
- Staff are still working on getting the new air monitor installed in the Main Lift Station. Angeles Electric was short staffed over the holidays. We are waiting on results for a pull-behind portable generator for Lift Stations #2 and #4.
- Installation of the new lower reservoir fire hydrant is planned for early February.
- Staff are putting gravel into barn to cut down on the mud. They are repurposing rock from the parking lot.

6. Old Business

a. Website – All

Rocky Burbank's current certification needs to be updated on the "About Us" page.

7. New Business

a. Update of Resolution 122 Financial Policy – Karen Shay

After discussion, it was decided to postpone review of an updated policy to the February 2025 meeting. Policies to be reviewed

b. Update of Resolution 123 Fund Balance & Reserve Policy – Karen Shay

After discussion, it was decided to postpone review of an updated policy to the February 2025 meeting.

c. Apprentice Program – John Lewis

John Lewis distributed copies of a newspaper article regarding the critical national shortage of younger workers to replace the workforce retiring from the water sectors. This is a concern as the SWD has employees that will be retiring within the next couple of years. John suggested the District increase their efforts to locate apprentice water and water reclamation operators and consult with other local and regional districts such as the City of Sequim and Snohomish regarding their programs. Jim Larison stated that our District Manager has already been in contact with the City of Sequim. Possible avenues for advertising the District is looking for apprentice candidates were also discussed.

(Note: As presented to the Board last August, Evergreen Rural Water's apprentice program is a 2-year program. Requirements include 4,000 hours of on-the-job training and 288 hours of related instruction. Applications can be submitted year-round, and new training commences at Evergreen's Annual Fall Conference the last week in August. The SWD Board approved funding for an Apprentice Program in the 2025 budget.)

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

No requests received.

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

10. Adjournment – M/S/P to adjourn the meeting at 9:28 a.m. (Moved by A. Frank and seconded by J. Lewis)


NEXT REGULAR BOARD MEETING WILL BE TUESDAY, FEBRUARY 18, 2025 AT 9 A.M

Respectfully submitted.



Judy Gamble, Office Administrator

Approved 18 February 2025



Jim Larison, President



John Lewis, Commissioner



Al Frank, Commissioner