

SunLand Water District

Board of Commissioners Meeting of February 18, 2025

MINUTES

Purpose: Regular Meeting

1. Call to Order: 9:00 AM

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

2. Minutes: It was M/S/P to approve the minutes of the meeting of January 21, 2025 and the minutes of the special meeting of February 14, 2025. (Moved by A. Frank and seconded by J. Lewis.)

3. Public Comment Period: n/a

4. Financial Report: The Board reviewed the 2025 January financial report presented by Karen Shay. By the end of January, we received 57% of our budgeted 2025 water and sewer revenue, primarily due to customers paying their annual bills in full. This represents a 4% increase compared to January 2024.

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

Water Reclamation Facility

- January 16th 2025: The water team installed and tested the new bypass pump at the Main Lift Station.
- January 22nd 2025: The water team installed a 4-inch sewer vault riser ring at 103 Olympus Court which will reduce flow to the Fawnwood Lift Station during heavy rain events.
- Rocky and Joe worked with Parrish Plumbing to jet the swale between Fairway Drive and Clallam Bay Street. This is jetted 2 times per year.
- 2/6/25 Angeles Electric installed the permanent air monitor in the Main Lift Station vault. On 2/19/25 RKI will be onsite training the team on both the portable and Main Lift Station air monitors operation and calibration.
- 2/12/25 – C & J Excavating is breaking up the concrete floor of the old drying bed (should only take one day). The WRF crew will then haul off the concrete and begin the process of filling and compacting with dirt. Next step will be installing a retaining wall on the east end. (We will most likely use ecology blocks, which would be about the perfect height, and there are easy to install.)

- 2/11/25 – A 6-inch sewer cleanout was plugged at 124 Emerald Drive. A root ball was found between the street and the 6-inch cleanout causing the backup. Parrish Plumbing jetted the line, removing part of the obstruction. The water crew used the sewer camera to reveal the plugged location. We're looking at purchasing a rotary blade to grind up the remaining roots in the pipe and also raising the meter box because it was half filled with sewer water from the overflowing cleanout.

Water

- 2/12/25: We were going to collect PFAS samples; however, DOH only sent out bottles for Well #1. We emailed them inquiring why Well #2 was not part of the package since the EPA required sampling both wells. Waiting for direction from them.
- Apprentice Update: We can fill out the paperwork now for the program starting the end of August. If we find an eligible candidate, they can fill out an application anytime between now and the end of August. We can also work with Work Source here in Sequim. The Program starts September 1st.
- Water loss for the month of January held steady at 7%.
- Tim stated that the SWD's proposed Water Use Efficiency (WUE) goal is to reduce total water production from our two wells by 2% within 5 years and presented suggestions on how the goal may be obtained. A public meeting with SunLand customers will be scheduled this spring, probably in April, where WUE goals will be presented and to obtain their input regarding the goal and methods by which the goal may be achieved.

6. Old Business

a. Website – All

Updates have been added to the website – Rocky's certification and the 2025 President's Report. Commissioner Frank asked that an announcement of Board meetings have a more prominent place on the front page of the website. At present the Board meetings are only announced in a box at the bottom of the first page. Judy will ask the webmaster to put an additional box at the top of the first page regarding monthly Board meetings.

7. New Business

a. Update of Resolution 122 Financial Policy and Resolution 123 Fund Balance & Reserve Policy – Shay & Lewis

A draft of a combined Financial Policy and Fund Balance & Reserve Policy prepared by Commissioner Lewis was reviewed. Karen will edit and bring a new combined policy to the Board for consideration at the next regular meeting.

b. Penalty for Unpaid Short Payments (ref. Resolution 120) – Judy Gamble

Due to some recent issues with customers making short payments, Judy believes Section 4.02.1 of the District policy on payments may need to be clarified. She will investigate further and, if necessary, bring a policy update to the next meeting.

c. Paid Holiday Review – Karen Shay

Karen stated that Veterans Day on November 11th is a federal holiday and most federal, state and county offices are closed, including Clallam County offices. **It was M/S/P (Moved by A. Frank and seconded by J. Lewis) that, if confirmed the day is observed by Clallam County, Veterans Day will be added to the list of paid holidays for SunLand Water District employees.** Karen will confirm and update the Employee Manual.

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

Requests were reviewed and Commissioners approved late charge waivers for accounts 1008, 2554, 2536, 2584 and 2759.

9. **Checks and Vouchers** - The payroll summary for January with detail and a voucher were signed by the Commissioners.

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

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

Respectfully submitted.



Judy Gamble, Office Administrator

Approved 18 March 2025



Jim Larison, President



John Lewis, Commissioner



Al Frank, Commissioner