

SunLand Water District

Board of Commissioners Meeting of March 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 and SunLand resident Keith Parsons

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

3. Public Comment Period: Resident Mr. Keith Parsons shared his concerns regarding our emergency preparedness. He questioned, and the Board answered, regarding sections of our July 2022 Emergency Procedures. Mr. Parsons made suggestions for items that might be included. Judy stated that she is working on an update to the procedures which will be issued shortly.

4. Financial Report: The Board reviewed the 2025 February financial report presented by Karen Shay. By the end of February, we had received 63% of our budgeted 2025 water and sewer revenue.

There was discussion re the recent acquisition of the new full size ½-ton truck to replace the 2007 Chevrolet . A new truck was approved in the 2025 budget and was recently ordered by the district manager. Commissioner Lewis referenced Resolution 111, wherein the district manager has spending authority up to \$5000 and stated he is not prepared to approve budgeted items over \$5000 without a secondary review of the item to be purchased. It was noted that it has been standard operating procedure that the district manager may proceed with the purchase of capital items already approved in the district's annual budget without further Board review and secondary approval. Commissioner Lewis disagrees with this practice as it is not authorized in Resolution 111.

Commissioners Larison and Frank stated their opposite view that items already discussed and approved during the budget process need not have a second review. This allows the district manager the ability to procure needed budgeted items in a timely fashion, especially when cost-saving opportunities present themselves which must be acted upon quickly.

After further discussion it was decided that Resolution 111 - Spending Authority for District Manager - will be rewritten to include the authority to purchase already approved budget items without further review by the Board unless the purchase will be more than \$5,000 above the approved budgeted amount. Karen will bring the revised Resolution 111 to the April meeting.

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

Water Reclamation Facility

- 2/14/25 – One of two pressure transducers failed controlling the level and batching cycles on the SBR's. Two new replacements were ordered.
- 2/27/25 – Noticed run times were increasing at the Fawnwood Lift Station from 4.5 minutes per cycle to over 6 minutes per cycle. Rocky back flushed the pressure main back to the wet well to determine if there is an obstruction in the main. Run times were modestly shortened. Scott and Joe pulled the pumps on 3/6/25. No evident issues were found.
- 3/10/25 Willy and Rich reengineered manifold supplying water to yard hydrants, eliminating an irrigation line that is no longer used. Clean upgrade to the system.

Water

- 2/20/25 – Collected and sent off PFAS samples from both reservoirs.
- 3/6/25 – PFAS results – Upper reservoir well contaminant results "PFBS" – 2.3 ng/L MCL – 345, "PFHxS" – 3.8 ng/L MCL – 65, "PFOS" – 2.2 ng/L MCL 15. No PFAS in lower reservoir well.
- 02/25/25 – Upper reservoir was cleaned and disinfected.
- 2/26/25 – Water Team installed a new fire hydrant next to lower reservoir. The team did an awesome installation job.
- Lower water reservoir annual cleaning set for the week of March 17th.
- Water loss for the month of February was 9%. Possibly the result of leaking drain valve on second cell put online last month.
- 3/12/25 – Received an email from DOH stating our WUE report is due July 1st, 2025.

6. **Old Business**

- a. Employee Paid Holidays/Vacation Karen Shay
In keeping with federal holidays observed by Clallam County, Karen presented a revised section 3.05 of the Employee Manual for approval. The revised section adds two days to the District's paid federal holidays – Juneteenth and Veterans Day. **It was M/S/P (moved by A. Frank and seconded by J. Lewis) to approve the added days.** Karen will update the Employee Manual and present it for signature at the next Board meeting.
- b. Update of Resolution 122 Financial Policy and Resolution 123 Fund Balance & Reserve Policy
– Shay & Lewis
Will be reviewed at the April meeting. Judy will be helping to write the new resolution.
- c. Update of Resolution 120 Rates, Payments, etc. – Amended Section 4.02.1 Short Payments
Judy Gamble presented an amendment to the subject policy adding a paragraph clarifying the short payment policy. **It was M/S/P (moved by J. Lewis, seconded by A. Frank) to approve the amendment that, unless granted an extension by the Board, a quarterly payment shortage of any amount will be charged a \$25.00 late fee if not paid with the first 30 days of the following quarter.**

7. New Business

- a. **Accessory Dwelling Units (ADUs)** – The Board discussed recent legislation addressing local government roles for regulating ADU's. The issue was brought to the Board's attention by Sunland Owner's Association president, Bob Eichorn. Because of lot sizes, SLOA will only allow "attached" ADU's and questioned if the SWD would require a separate \$10K service hookup. At the present time, no ADU's are known to be present or being planned in SunLand. The Board will monitor how things develop and take up this question at a future time if necessary.
- b. **April 29th Public Forum Discussion** -All Preparations for the Public Forum were discussed and the Board and staff reviewed Commissioner Larison's PowerPoint presentation. Jim will make corrections as needed.


8. **Request for Waiver of Late Charges and/or Alternate Payment Plans** – Judy Gamble Presented two requests. Account #2632 requested an extension of water shut-off until Friday, March 21st. Commissioners approved an extension until 1 pm on Monday, March 24th. The owner of Account #2244 passed away the end of February. Her son is going through her unpaid bills and requested extending the water shut-off to allow time to send in a check from his home in Michigan. Commissioners granted a time extension to April 15th.
9. **Checks and Vouchers** - The payroll summary for February with detail and a voucher were signed by the Commissioners.
10. **Adjournment** – M/S/P to adjourn the meeting at 10:45 a.m. (Moved by A. Frank and seconded by J. Lewis)

NEXT REGULAR BOARD MEETING WILL BE TUESDAY, APRIL 15, 2025 AT 9 A.M

Respectfully submitted.


Judy Gamble, Office Administrator

Approved 15 April 2025


John Lewis, Commissioner


Jim Larison, President


Al Frank, Commissioner