

SunLand Water District

Board of Commissioners Meeting of April 15, 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 March 18, 2025. (Moved by A. Frank and seconded by J. Lewis.)

3. Public Comment Period: N/A

4. Financial Report: The Board reviewed the 2025 March financial report presented by Karen Shay. By the end of March, we had received 66% of our budgeted 2025 water and sewer revenue.

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

Water Reclamation Facility

- 3/18/25 – High temperature alarm shut down pump at the Taylor Lift Station. Upon investigation, the crew found a rag stuck in the impeller.
- 3/24/25 – Willy and Rich replaced the alum supply line. Old PVC line was plugged.
- 4/1/25 – Astound Internet out trying to diagnose intermittent internet service to the plant.
- Willy and Rich working filling and compacting old drying bed site.
- Switching sodium hypochlorite suppliers (Columbia Cascade to Univar Solutions) resulting in a .20 cent per gallon savings. They also agreed to upgrade the emergency eyewash station and install an exterior tank-mounted level indicator.

Water

- 3/21/25 – Lower reservoir was cleaned/disinfected, and 2 cells are back online.
- 3/31/25 -Started planning for the replacement of the upper reservoir well pump and motor. Enlisted Ed from Utility Services to start gathering specs, and to camera the well.
- 3/31/25 – Met with John Anzalotti, captain of CERT 4 of SunLand, inquiring about helping us in the case a major disaster. He offered to have CERT team members assist in filling water containers for the public from our 250- gallon totes. CERT could be a valuable resource in this capacity with little training needed. Requesting Board input before responding to the offer. (Note: Commissioners agreed this was a great resource. Also discussed was purchasing two

more storage totes so we can have 250-gallons of water available for residents at both reservoirs in case of an emergency.

- 4/1/25 – Purcell Coatings under contract to epoxy lower reservoir in November. Price is 7% higher than last year's upper reservoir cost; however, the lower reservoir has more square footage with the higher walls
- 4/9/25- Water team repaired the water leak at 148 Sunland Drive. Found a split on the ¾" poly service line. Note: This is a new home site.
- 4/14/25 – Truck shuffle discussion.
- Water loss for the month is 11%. We are looking at possible causes. A leak was repaired off a 2-inch service at 148 Sunland Drive (possibly leaking since January). Julie from Evergreen Rural water will be onsite Monday afternoon 4/14 and all-day Tuesday 4/15 working with Rocky and Joe with leak detection surveys. (Free of charge).

Discussion regarding annually testing the condition of mainline water pipe ensued. At this time, the district manager does not feel intrusion (plugging) into the pipe to investigate is a good idea. Recent occurrences revealing interior condition of open pipe shows it to be in good shape. Scheduled testing may be considered in the future.

Commissioner Lewis saw an article in the Sequim Gazette announcing the City of Sequim's WRF receiving the Dept of Ecology's Wastewater Treatment Plant Performance Award for 2023. He suggested, and the Board agreed, that we send them a congratulatory letter. Judy remarked the SWD's WRF received the same award in 2021 and 2022.

6. Old Business

- a. Discussion: Policy Management & Reserves (relative to Finance Policy - Resolution 111) – Commissioner Lewis requested that the policy be compared with the Finance Section in our update of the Small Water District Management Plan to be sure they are consistent. Karen will review.
- b. Update of Resolution 122 Financial Policy – to be reviewed at May meeting.
- c. Update of Resolution 121 Employee Manual Karen Shay
Section 3.05 of the Resolution 121 (Employee Manual) was updated to reflect the addition of two additional holidays that was approved by the Board in March.
It was M/S/P (moved by A. Frank and seconded by J. Lewis) to approve the amended Resolution 121. .
- d. April 29th Public Forum – All
Final preparations for the Public Forum in the SGCC ballroom from 3 to 5 on April 29th were discussed. Jim Larison will give the PowerPoint presentation. Judy will send out reminder to residents this week and next week.

7. New Business

District Manager Position – Jim Larison

Tim Berger will be resigning from the district manager position effective 15 January 2026. The district manager's job description was reviewed and Karen will make changes, as suggested. The start date for the new district manager will be 1 December 2025.

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

9. Adjournment


M/S/P to adjourn the meeting at 10:08 a.m. (Moved by A. Frank and seconded by J. Lewis)

NEXT REGULAR BOARD MEETING WILL BE TUESDAY, MAY 20, 2025 AT 9 A.M

Respectfully submitted.


Judy Gamble, Office Administrator

Approved 20 May 2025


John Lewis, Commissioner


Jim Larison, President


Al Frank, Commissioner