

# SunLand Water District

## Board of Commissioners Meeting of June 17, 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 May 20, 2025. (Moved by A. Frank and seconded by J. Lewis.)

**3. Public Comment Period:** N/A

**4. Financial Report:** The Board reviewed the 2025 May financial report presented by Karen Shay. By the end of May, we had received 77% 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

- 5/20/25 Zenovic Engineering reported Clallam County planning and building departments are good with an ecology block retaining wall and curtain drain plans.
- 6/2/25 – Chris from PermaBilt visited the plant to look over building site preparations and make recommendations. He liked preparations accomplished and commented that everything looked on track.
- Willy reminded me that we will not need to order a replacement plug valve for the digesters because the valve being replaced still works.
- Double-check backflow prevention assemblies are being installed at Fawnwood, Taylor, and Highway Lift Stations.

#### Water

- 6/17/25 Sequim VAC/JET (vactor) truck onsite at 102 Harleman Drive to excavate for hydrant replacement.
- Rocky is working on building emergency water tote stands at each reservoir.
- Scott and Joe are removing overgrown plants blocking access to fire hydrants and painting faded hydrants.
- Water loss for the month was 5%, down 5% from the previous month.  
Rocky assisted SunLand pool staff filling their swimming pool. 62,000 gallons metered from the fire hydrant.
- Scott suggested hooking up a security camera in the barn office and storage areas, and installing a smoke detector in the office tied to the alarm system. The added security may be monitored with the office contract.

## 6. Old Business

### a. Update - Division 7 Unmetered Irrigation Water – Tim Berger

To date there has been no response from Division 7 to Tim's letter explaining the situation and requesting a response from the Division 7 HOA by June 30<sup>th</sup>.

### b. Hiring of Apprentice – Tim Berger

Three candidates for the water apprentice position were interviewed on May 28<sup>th</sup>. All three candidates were qualified for the position. The SWD extended a job offer to David Gardner and he accepted. David will start work on June 24<sup>th</sup>. Commissioner Lewis stated his past experience working with apprentices in similar programs and volunteered to be available anytime to assist our new apprentice.

It was noted that the apprenticeship program is partially funded by the federal government, through Work Source and Evergreen. Should the federal government decide to withdraw funding for the program, the Commissioners stated willingness to pay the apprentice's full salary .

### c. Barn Area Security – Tim Berger

As mentioned in the Manager's Report, additional security is needed for the barn area of the District office. The Commissioners asked that Tim contact Hi-Tech, our security company, to do an assessment of what is needed to adequately secure the barn area.

## 7. New Business

### a. Clallam County Activities – - John Lewis

Commissioner Lewis brought to the Board's attention County-level activities and discussions that may affect the SWD. Discussions regarding aquifers and water rights should be monitored. One County activity concerns the Dungeness River Management Team (DRMT) and the Clallam County Charter Review Commission (CRT) consideration of a controversial proposal to create a "water steward" position. *(Note: The DRMT was originally founded as a partnership between Clallam County and the Jamestown S'Klallam Tribe to develop and implement local solutions for managing the Dungeness Watershed.). The Charter Review Commission (CRC) operates independently and serves as a direct line from residents to their government. CRC Commissioners are elected by district to review and propose changes to the County Charter and even make recommendations to the Board of County Commissioners.)*

If accepted, it is unclear how this position would affect the SWD.

### b. Expanded Drought in Clallam County – Tim Berger

Tim received a notice from the Washington State Office of Drinking Water that due to rapid snowmelt, combined with unusually dry April and May weather, the Department of Ecology has expanded the drought emergency to include areas in portions of Clallam County . The notice urged water purveyors to increase their water conservation efforts. The SWD will be putting out the annual email on the subject to residents this week.

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

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

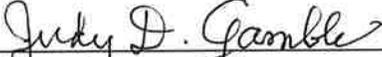
No requests submitted. Judy reported that the last two payments for 2<sup>nd</sup> quarter were received on Friday, 6/13.

**9. Adjournment**

**M/S/P to adjourn the meeting at 9:45 a.m. (Moved by A. Frank and seconded by J. Lewis)**

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

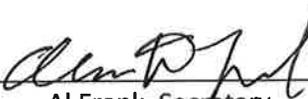
Respectfully submitted.

  
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Judy Gamble, Office Administrator

Approved 15 July 2025

  
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Jim Larison, President

  
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John Lewis, Commissioner

  
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Al Frank, Secretary