

# SunLand Water District

## Board of Commissioners Meeting of July 15, 2025

### MINUTES

**Purpose:** Regular Meeting

**1. Call to Order:** 9:02 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 June 17, 2025. (Moved by A. Frank and seconded by J. Lewis.)

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

**4. Financial Report:** The Board reviewed the 2025 June financial report presented by Karen Shay. By the end of June, we had received 78% 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**

- 7/15/25 – Willy, Rich, and Pat are working on installing second replacement plug valve to the digesters.
- Contractor hit our sewer main while excavating for a sewer stub at 112 Hogans Vista. It was not a big issue. The contractor purchased repair parts and Joe and Rocky installed them. (Locate was off a bit.)
- The power breaker to the mixer in the influent basin needs to be replaced. It trips and does not throw an alarm. Cost to replace is about \$1500. Replacement can be done on site.
- We are still working to find a roofer to replace the lab and chlorine building feed roofs. 4x4 Xterior Roofing has not been returning calls/texts.
- 7/9/25 – Parrish Plumbing was on-site for the semi-annual jetting of the swale on Fairway Drive.
- All the lab certifications submitted by Rich to the DOE were passed! We are good for another year.

#### **Water**

- 6/24/25- A new fire hydrant was installed at 102 Harleman Drive. Installation went smoothly and the crew feels confident about replacing the next hydrant in-house. There was no disruption of water service to residents during the work.
- 6/24/25- SWD's new apprentice, David Gardner, started work. District staff are pleased with his performance thus far.
- Division 7 is mulling over options regarding metering irrigation systems using unaccounted-for water.
- 6/25/25- Hi-Tech Security was on-site to provide an estimate on a base security system for the barn. 7/8/25. Their quote was \$ 950.00 installed.
- 7/2/25 – We received a confirmation letter from the DOH stating our lead service line inventory meets all requirements and no further action is needed
- 7/14/25 – Collected and delivered VOC well samples to Spectra Labs in Poulsbo.

- June water loss was 1%.
- The Small Water System Management Plan is close to being completed.

**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>. At last report, Division 7 was to have a meeting to discuss what action they wished to take. Tim will contact them for status. It was noted that the SWD has not yet billed the HOA for the work done at the 133-C Hilltop Drive location.

**7. New Business**

a. Update of Emergency Management Plan – Judy Gamble

Updated pages in main body of the document were emailed to the Board and District Manager for review. Several revised Appendices will be emailed to the Board after the meeting. The updated document will be presented for approval of the Board at the August meeting.

b. District Manager Position – Jim Larison/Tim Berger

Three acceptable applications have been received to date. Interviews will be scheduled the last week of August. The position will remain open until filled. Karen will provide the Board with suggested interview guidelines and questions for the candidates.

**7. Checks and Vouchers** - The payroll summary for June 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.

**9. Adjournment**

**M/S/P to adjourn the meeting at 9:35 a.m. (Moved by A. Frank and seconded by J. Lewis)**

**NEXT REGULAR BOARD MEETING WILL BE TUESDAY, AUGUST 19, 2025 AT 9 A.M**

Respectfully submitted.

  
 Judy Gamble, Office Administrator

Approved 19 August 2025

  
 Jim Larison, President

  
 John Lewis, Commissioner

  
 Al Frank, Secretary