

SunLand Water District

Board of Commissioners Meeting of August 19, 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 resident guest Gary Jubien
- 2. Minutes:** It was M/S/P to approve the minutes of the meeting of July 15, 2025. (Moved by A. Frank and seconded by J. Lewis.)
- 3. Public Comment Period:** Gary Jubien informed the Board that he will be a candidate in the November election for the SWD's Board of Commissioners position to be vacated by Jim Larison at the end of the year. Gary will be attending the Board meetings as often as possible.
- 4. Financial Report:** The Board reviewed the 2025 July financial report presented by Karen Shay. By the end of July, we had received 85% of our budgeted 2025 water and sewer revenue. Karen commented that the Department of Ecology's permit fee for this fiscal year had increased by 300 percent! An increase was expected but not to this extent.
- 5. Manager's Report:** The monthly District Manager's report will be appended to the official meeting minutes. Highlights include:

Water Reclamation Facility

- 07/15/25 - Willy, Rich, and Pat replaced the 2nd plug valve to digesters, installed a new valve actuator, and wired. It works perfectly. They made short work of a big job and outside contractors were not needed.
- 07/28/25 – Cement ecology blocks are being purchased and hauled for the retaining wall behind new building. (Approximately 19 blocks are needed.)
- 7/29/25 – Ed Mola from Utility Services delivered the new impeller for the Main Lift Station's Cornell replacement pump. Should one fail, we now have the ability to replace either pump.
- 8/14/25 – Permabilt Design/ Engineering is requiring that the four posts on the west side of building be cemented in at a cost of \$375.00 per post. Building plans have been submitted to the County for permitting.

Water

- Emergency water distribution stations have been completed at both reservoirs. Training with CERT Team 4 is scheduled for September 4th. (17 volunteers will be participating.)
- Painting of fire hydrant and valve caps is ongoing.

- 7/29/25 - Ed Mola from Utility Services was onsite to evaluate and plan for replacement of the upper reservoir's well pump and motor.
- Division 7 has decided on a sprinkler plan for Hilltop Drive. The two sprinklers servicing 125 A-D Hilltop Drive are to be capped off (completed 8/8/25). The two sprinkler systems at 133 C-D Hilltop Drive will be metered and billed annually. 133 A-B Hilltop Drive has a completed irrigation meter install from earlier this spring. Our crew completed the meter installation for unit 133 C-D Hilltop Drive on 8/5/25. Division 7 will be billed for the parts used for the meter installations.
- 8/4/25 – Hi Tech Security installed barn motion detectors and a fire alarm system at the barn and will not charge an extra monitoring fee. The barn security code is the same as the office.
- 8/4/25 – A letter with photos was sent to the president of Division 17 HOA regarding the removal of tree roots damaging water meter boxes and service lines. Division 17 HOA approved our request on 8/14/25. The water crew will start work shortly on this project.
- 8/13/25- 8/14/25 - Precision Tree Service downed 10 dead trees at the upper reservoir. A windstorm could potentially cause trees to come down and damage residential homes/reservoir. Project cost was \$900.00. The water crew will cut up and haul off the logs.
- 8/14/25 – VOC (Volatile Organic Compounds) samples came back with good results. Next samples are due in 6 years.
- Water loss for the month was 4%. YTD production 37.7 million gallons and 491,000 gallons YTD less than 2024. YTD production is the lowest YTD production since we started collecting data in 2017.
- Rocky and Joe are signed up for a PRV class and the Evergreen Rural Water Fall Conference scheduled for next week in Richland. David will be attending apprenticeship classes during the same conference. The three of them will be carpooling.

6. Old Business

- a. Update - Division 7 Unmetered Irrigation Water – Tim Berger
Covered under Manager's report above. Two locations will be metered and invoiced; two locations will be capped off.
- b. District Manager Position – Tim Berger/Karen Shay
Three Interviews will be scheduled the 20th and 21st of August. The position will remain open until it is filled.

7. New Business

- a. Update of Emergency Management Plan – Resolution 120 – Judy Gamble
The updated document, Revision 1 – July 17, 2025 (SWD policy reference Resolution 120), was presented for approval of the Board. It was M/S/P (moved by A. Frank and seconded by J. Lewis) to approve the revised Emergency Response Plan as presented.

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

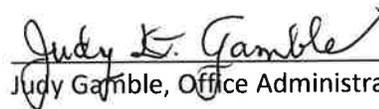
Judy presented five late fee waiver requests for consideration. The Commissioners approved one-time waivers for all waiver requests for good causes such as illness and bank error. Reference account numbers 2785, 2326, 1241, 2054, and 2768. Late fees will be removed and date of waiver approval noted on the accounts.

9. Adjournment

M/S/P to adjourn the meeting at 9:29 a.m. (Moved by A. Frank and seconded by J. Lewis)

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

Respectfully submitted.



Judy Gamble, Office Administrator

Approved 15 September 2025



Jim Larison, President



John Lewis, Commissioner

Al Frank, Secretary