

SunLand Water District
Board of Commissioners
Meeting of November 18, 2025

MINUTES

Purpose: Regular Meeting

1. **Call to Order:** 9:00 am
Attendees: Commissioners Larison, Frank and Lewis; District Manager Tim Berger, Karen Shay and resident guest Gary Jubien. Judy Gamble was out on leave.
2. **Minutes:** It was M/S/P to approve the meeting minutes from October 21, 2025. Moved by A. Frank and seconded by J. Lewis.
3. **Public Comment Period:** N/A
4. **Financial Report:** The Board reviewed the October 2025 financial report presented by Karen Shay. The Revenue section was reorganized for clearer visibility into Water & Sewer Revenue Reporting. By the end of October, SWD received 98.9% of our 2025 Water & Sewer Revenue budget and expenses were 83% of the total budget.
5. **Manager's Report:** The monthly District Manager's report will be appended to the official meeting minutes. Highlights include:

Water Reclamation Facility

- Permabilt started construction on the new storage building.
- New Class D pump was ordered.
- Evaluating roof contractors.

Water

- Crew insulating vulnerable meter boxes
- All emergency fuel containers and generators were topped off.
- 11/4/25: Golf Club had dying fir tree removed at our request.
- Upper reservoir well pump and motor delivered and will be installed in January 2026.
- SLOA had numerous trees on 133-135 Sunrise View removed that could cause damage to our infrastructure.
- Working with SLOA on a new policy regarding overgrown vegetation in utility easements.
- Water loss for the month was 4%, same as last month.

6. **Old Business**

- a. Resolution 147, SWD 2026 Budget was approved by the Board. Moved by J. Lewis and seconded by A. Frank.

- b. Amendment to Resolution 132, Access and Landscape Trim Policy approved by the Board. Moved by A. Frank and seconded by J. Lewis
 - i. Discussion surrounding Resolution 132 included J. Lewis suggesting a visit with Clallam County Roads Department, what their position is with easements and our pipes, etc. on private land. There could be legal issues which is why we want to understand what other public works do. County and RCW 57.08 says we have the power to do what we need to. J. Lewis wants legal opinion of what we are allowed to do in the easement. A. Frank suggested Board approve Resolution 132 as amended so it is ready to use. We can amend it again once we have more information.
 - ii. **Action:** Seek legal guidance for this. Contact MRSC?

7. New Business

- a. David Gardner's Flagger Certification
Flagger certification does not trigger a \$1/hour raise for employees who pass this certification. This is an additional duty, not a part of the team's responsibility.
SWD will pay employees an additional \$1/hour while flagger certification work is being performed.
- b. A. Frank asked about a referral for a new lawyer - T. Berger will write letter to the Bar Association looking for a utility lawyer.

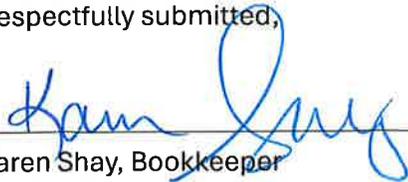
8. Checks and Vouchers – The October payroll summary, transfer check, and voucher were signed by the Commissioners.

9. Request for Waiver of Late Charges and/or Alternate Payment Plans – Karen Shay
James Whitcomb requested a waiver of his late charge per his email letter to the Commissioners. Commissioners approved a one-time waiver of the late charge.

10. Adjournment – M/S/P to adjourn the meeting at 9:44 am. Moved by A. Frank, seconded by J. Lewis.

NEXT REGULAR BOARD MEETING WILL BE HELD DECEMBER 16, 2025, AT 9 AM.

Respectfully submitted,


Karen Shay, Bookkeeper

Approved 16 December 2025


Jim Larison, President


John Lewis, Commissioner


Al Frank, Secretary