

# SunLand Water District

## Board of Commissioners Meeting of October 21, 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 September 15, 2025. (Moved by A. Frank and seconded by J. Lewis.)

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

**4. Financial Report:** The Board reviewed the 2025 September financial report presented by Karen Shay. By the end of September, we had received 94% of our budgeted water and sewer revenue for 2025 and expended 64% of the budget.

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

**Water Reclamation Facility**

- 9/23/25 – Willy & Rich have installed the retaining wall on the east side of new building. They also completed installing drainage system/dry well.
- 9/23/25 – There are ongoing WIFI/SCADA system issues/system alarms. Willy is working with Evolution Controls to find a solution.
- 9/30/25 – 30 tons 5/8" gravel fill for new building base were added and compacted and ready for preconstruction inspection.
- 10/9/25 – Performed annual maintenance on all emergency generators.

**Water**

- The Division 17 tree root removal issue has been completed.
- The water team is working on adding gravel and leveling roads at Fawnwood and Highway Lift Stations before the weather changes. Steps were added at Fawnwood because of the slope, which was a safety issue.
- The water team is cleaning office roof/gutters and reservoir roofs/gutters.
- 10/1/25 – Annual nitrate samples were collected from each reservoir. 10/2/25 – Results 3.19 mg/L upper reservoir, 2.93 mg/L lower reservoir, 10 mg/L MCL.

- 10/6/25 – Dave Gardner delivered the Taylor Lift Station bypass pump to Utility Services (Ed) to replace a pump seal that has been leaking. The repair took less than 1 hour at no charge. The pump was back in service 10/8/25.
- 10/2/25 – The UPS on the office server failed. A new unit was ordered, delivered, and replaced.
- The water loss for the month of September was 4%, a decrease of 60% from the previous month.
- 10/7/25 – There was a service line break at 101 Sunland Drive. Repair was completed on 10/14/25. Estimated leakage was 5-6 GPM or 8000 GPD.
- 10/9/25 - RKI Instrument technician was onsite and trained the SWD crew on portable and main lift station air monitor calibration.
- 10/9/25 – One cell at the upper reservoir was drained to shorten detention time.
- 10/13/25 – The lower reservoir epoxy job is being postponed. Once the lower reservoir is taken out of service for the epoxy job, there would be no backup water source if the 30+ year old pump or motor at the upper reservoir failed. A replacement pump/motor is on order with a lead time of 2-3 weeks.
- 10/15/25 – Two cells were drained in the upper reservoir due to seasonal low flows.

#### 6. Old Business

- a. 2026 Budget -The Commissioners reviewed the latest draft of the 2026 budget with Karen Shay and Tim Berger.
- b. Water Mainline & Service Lane Vulnerabilities – Tim Berger spoke with the local PUD rep who deals with tree issues who said the PUD tries to re-route the line, if possible. If not, they take down the tree. .Tim also spoke with Bob Eichorn, president of the SunLand Owner’s Association. Mr. Eichorn expressed his desire to work with the SWD on tree issues. He is getting quotes from tree removal services and suggested possibly setting up a budget for removal of an estimated number of trees per year with the cost shared between SLOA and the SWD.
- c. Selection of SWD Rep to Best Tasting Water National Competition in Washington in 2026. After discussion, it was decided that the employees with the longest time in service, either Scott Garner or Willy Burbank should be the district’s representative.

#### 7. New Business

**Update of the Cross-Connection Control & Backflow Prevention Policy – Resolution 125**  
**With a few additional corrections and additions, it was M/S/P to approve the amendment to Resolution 125. (Moved by A. Frank and seconded by J. Lewis. )**

7. **Checks and Vouchers** - The payroll summary for September with detail, a voucher, and a transfer check were signed by the Commissioners.
8. **Request for Waiver of Late Charges and/or Alternate Payment Plans** – Judy Gamble  
 No requests this month.
9. **Adjournment**  
**M/S/P to adjourn the meeting at 10:31 a.m. (Moved by A. Frank and seconded by J. Lewis)**

**NEXT REGULAR BOARD MEETING WILL BE NOVEMBER 18, 2025 AT 9 A.M**

Respectfully submitted.

  
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Judy Gamble, Office Administrator

Approved 18 November 2025

  
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Jim Larison, President

  
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John Lewis, Commissioner

  
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Al Frank, Secretary