

SunLand Water District
Board of Commissioners
Meeting of December 16, 2025

MINUTES

Purpose: Regular Meeting

1. **Call to Order:** 9:00 am
Attendees: Commissioners Larison, Frank and Lewis; District Manager Robert Whalen, Tim Berger, Karen Shay and elected Commissioner Gary Jubien. and Judy Gamble .
2. **Minutes:** It was **M/S/P to approve the meeting minutes from November 18, 2025. Moved by A. Frank and seconded by J. Lewis.**
3. **Public Comment Period:** N/A
4. **Financial Report:** The Board reviewed the November 2025 financial report presented by Karen Shay.
5. **Manager's Report:** The monthly District Manager's report will be appended to the official meeting minutes. Highlights include:

Water Reclamation Facility

- New storage building almost complete, with the exception of the front apron. Should happen once the rain slows down.
- 11/20/25 – Nearly new Polaris ATV delivered to WRF.
- 12/11/25 – Met with John Christiansen from the City of Sequim working out a basic framework for an ILA agreement for both water and waste treatment. He will present to the Cities legal team for approval before moving to the next.

Water

- 110 Ridgetop Place – Water team identified a water leak from consumption report of 35 gph or 25,000 gallons per month. Advised customer to investigate and repair, or get a plumber to repair.
- Scott working on grinding off rust spots and then applying new epoxy on upper reservoir booster pump skid.
- 109 Horizon View – Water team identified a water leak from consumption report of over 100 gph or about 80,000 gallons per month. Notified homeowner of steady stream of water going though sewer cleanout, and to get a plumber to repair.
- 12/7/25 – 12:30 am – Power outage due to a power pole being hit on Woodcock Rd and Wilcox. Lower reservoir, all lift stations without power. Scott, Rocky & Joe onsite to manage generators, reservoir booster pump skids and lift stations.
- Water loss for the month was 9%, up from 4% last month. Seasonal increase due to lower consumption.

- 12/10/25 – The two monthly coliform samples we collected both came back positive. 178 Hurricane Ridge Dr & 152 Hilltop Drive. Investigating possible contamination issues. Got the OK from DOH to collect repeat samples yesterday, with results later today.

6. **Old Business**

a. **Water Mainline & Service Line Vulnerabilities** – update – Tim Berger

Discussion with SLOA President Bob Eichorn indicated their willingness to work with the SWD in identifying vulnerabilities throughout SunLand.

7. **New Business**

a. Welcome Robert Whalen as the new District Manager.

Robert Whalen was welcomed to the meeting as the new District Manager. Tim Berger will be on hand for the transition until January 15th. Robert stated one of the main topics he wants to address as District Manager is the District's Cross Connection Program to locate and get more BPA assemblies installed at SunLand homes where needed.

b. Resolution 148 Vote of the Board – in appreciation of Jim Larison's 16 years of service to the SunLand Water District. **M/S/P (moved by A. Frank and seconded by J. Lewis)**

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

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

N/A

10. **Administration of the Oath of Office to Gary Jubien as Commissioner of the Board.** – Judy Gamble
Notary Public Judy Gamble administered the oath of office to Gary. His 6-year term of office will commence on January 1, 2026.

11. **Nomination of Board Officers**

It was M/S/P for the President of Board to be Al Frank (Moved by J. Lewis and seconded by J. Larison)

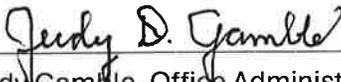
It was MS/P for the Secretary of the Board to be John Lewis (Moved by A. Frank and seconded by J. Larison). The new officers will go to First Federal Bank today to make the necessary changes.

12. **Adjournment** – M/S/P to adjourn the meeting at 9:40 am. Moved by A. Frank, seconded by J. Lewis.

13.

NEXT REGULAR BOARD MEETING WILL BE HELD JANUARY 20 , 2025, AT 9 AM.

Respectfully submitted,



Judy Gamble, Office Administrator

Approved 21 January 2026



Al Frank, President



John, Lewis, Secretary



Gary Jubien, Commissioner