

SunLand Water District
Board of Commissioners
Meeting of March 17, 2026

MINUTES

Purpose: Regular Meeting

1. **Call to Order:** 9:00 am
Attendees: Commissioners, Frank, Jubien and Lewis; District Manager Robert Whalen, Karen Shay and Judy Gamble. Visitors included Jim Larison, Scott and Tina Marie Garner
2. **Minutes:** It was M/S/P to approve the meeting minutes from February 17, 2026. Moved by John Lewis and seconded by G. Jubien.
3. **Public Comment Period:** N/A
4. **Financial Report:** The Board reviewed the current financial report presented by Karen Shay. As of the end of February, 64% of the district's budgeted 2026 water and sewer revenue has been received. As of March 10, six customer accounts remain outstanding for first quarter payments.
5. **Manager's Report:** The monthly District Manager's report will be appended to the official meeting minutes. Highlights include:

Water Reclamation Facility

- Nailed IT Construction has nearly completed the roof replacement at the Treatment Plant.
- Angeles Electric has completed all electrical work.
- High Tech Security has installed new motion sensors and a door alarm for the new building.
- Willy installed new turbidimeter. Old one has been sent off to see if it is able to be repaired for a viable spare.
- Annual Bio-solids report is due March 1st and was submitted in February.

Water

- Lower reservoir has been cleaned and is ready for the upcoming irrigation season.
- Rocky and Dave have been out with our new GIS device and are making good progress at accurately mapping the utilities out in the field.
- Crew repaired water service line leak at 179 Sunset place. Service line will be replaced later this year. Estimated water loss with 1/8-inch hole at 80 PSI = 4,205gpd or 46,255 gallons over 11 Days from report of leak In February.
- Crew responded to a hit utility on Williams Place and an after-hours repair was made on the service line with the help of the PUD. Line was damaged while PUD was boring underground utilities. Line was

temporarily shut down while work was being conducted. Two (2) ¼-inch holes in water line at 80 PSI leaked for approximately 2 hours = 11.67gpm = 1,400 estimated water loss. Will be accounted for in March's water loss calculations.

- Utility Services have been scheduled for March 24th to start upper reservoir well pump replacement. Reservoir cleaning will commence at the same time.
- Water loss for the month of February was 10%. Static levels for February rests at 90.5ft, while the pumping levels are at 118.ft.

6. Old Business

- a. Website – All updates have been completed.
- b. Small Water System Plan Update – Robert Whalen
The goal is to complete the SWSP by March 31, 2026. Most of the Plan is done. A few additional things and a review of content and it will be ready to be reviewed by the Board.
- c. Discussion of Possible Amendments to Resolution 134 “Public Works & Purchasing”.- John Lewis
John reviewed a few places in the Policy that may be modified. Discussion will continue at the next meeting

7. New Business

- a. Recognition of Scott Garner: Robert Whalen read a letter of commendation to Scotty for his exemplary representation of the District at the National Rural Water Rally in Washington DC.
- b. Employee Manual Update Discussion – Karen Shay
Karen asked if we can change the 90-day probationary period for sick time for new hires. Commissioners requested she ask the City of Sequim and Clallam County what their policy is on new hires related to sick time.
- c. Update to Emergency Response Plan – Judy Gamble
Commissioners signed an approval of Revision 2 of the ERP updating contact information. It was suggested that, wherever possible, that a person should be identified by their title rather than by their name.
- d. Future Computer Needs for Water Techs – Al Frank/Robert Whalen
Future computer needs for the water techs was discussed with emphasis on possibly procuring tablets in lieu of computer laptops.

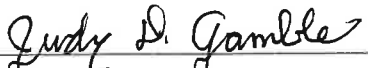
8. **Checks and Vouchers** – The February payroll summary, a voucher and a transfer check were signed by the Commissioners.

9. **Request for Waiver of Late Charges and/or Alternate Payment Plans** – Judy Gamble
None were submitted.

10. **Adjournment** – M/S/P to adjourn the meeting at 10:23 am. Moved by J Lewis and seconded by G. Jubien.


NEXT REGULAR BOARD MEETING WILL BE HELD APRIL 21 , 2026, AT 9 AM.

Respectfully submitted,



Judy Gamble, Office Administrator

Approved 21 April 2026



Al Frank, President



John, Lewis, Secretary



Gary Jubien, Commissioner