

SunLand Water District
Board of Commissioners
Meeting of April 21, 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.
2. **Minutes:** It was M/S/P to approve the meeting minutes from March 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 March, 66% of the district's budgeted 2026 water and sewer revenue has been received.
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 finished the roof replacement at the Water Reclamation Facility.
- Rich is working on PE testing for lab accreditation. Due date of May 19th.
- Old turbidimeter has been repaired and returned for a viable spare.
- Crew fixed a leak on the pressure main in the Highway Lift Station. We lost a fiberoptic float while having the pit pumped out and had to have Utility Services make an emergency trip to replace all floats. We were unable to find another fiberoptic float, so we opted to replace all the floats. We now have 3 fiberoptic floats on the shelf if needed at another location.
- Electrical inspection for the new building passed on 4/9/10.

Water

- Rocky and Dave are still 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 182 Fairway Dr. Leak was discovered while looking for the meters. ¾ Inch gate valve had a hole in it. Valve was replaced. Water loss is estimated at 173GPD for 2 days for a total of 364 gallons. Estimated water loss while flushing air out of main line of 1500 gallons. Total loss at 1864 gallons.

- Crew repaired a water service at 133 Greenway Dr. Leak was discovered while looking for the meter. Meter setter had a slit in the copper. Setter was replaced. Estimated water leak at 12GPD for 8 days for a total of 100 gallons.
- The Upper Reservoir has been cleaned and disinfected. Waiting for pump replacement and air relief valve service and negative coliform sample to be put back in service.
- Utility Services pulled, scoped, and replaced the well pump and piping at the Upper Reservoir on 4-16.
- Water loss for the month of March was 9%, down from 10% last month. Static levels for March rest at 91.2 ft., 0.7 ft. lower than last month, while the pumping levels are at 117.8 ft., 0.2 ft. higher than last month.

6. Old Business

- Website – All updates have been completed.
- Small Water System Plan Update – Robert Whalen
The plan is ready to be reviewed by the Board. John Lewis will be the first Commissioner to review. Robert Whalen has spoken with the DOH who stressed that we did not need to submit a plan unless we were going to be asking for funding; however they are more than willing to review our plan. The cost will run about \$1500 for a DOH review and would need to be reviewed every 6 years
- Discussion of Resolution 134 “Public Works & Purchasing”.- John Lewis
John suggested that we have a checklist of how to implement Resolution 134. Robert and Karen will work on a checklist that would be used in the SWD’s budgeting stage and bring it back to the Board for review in June.
- Employee Manual Update Discussion – Karen Shay
Karen presented a comparison of the City of Sequim, L & I, and Clallam County’s policies for probationary periods for sick time for new hires. It was agreed that the SWD will establish eligibility for sick leave after one month of continuous employment. Employees may use only what has been accrued through the end of the month prior to the month when sick leave is taken. If an employee needs to take sick leave during their first month of employment, they will have to take leave without pay since leave hasn’t accrued yet. Our revised policy will be presented to the Board for formal approval at the next Board meeting.
- Future Computer Needs for Water Techs – Al Frank/Robert Whalen
The goal would be to have all techs have the same equipment and software. The Board will take under consideration during the budget process.

7. New Business

- Payment/Correspondence Drop Box –
Since the office closes at 1 p.m. many residents have requested we install a drop box for payments. The Board requested that Robert Whalen research types of boxes that would serve our purpose and how we might implement a drop box at the District Office.
- Addendum to Scope of Work for Breakroom at WRF – Robert Whalen
The Board requested that Robert provide a final statement of costs for the Breakroom.

c. Discussion of Asbestos Training – Robert Whalen

Recently Robert attended a class on asbestos. The majority of what we have in SunLand is asbestos concrete piping. Robert believes it would be good if one or two SunLand technicians were certified in asbestos. It would require attendance at a 4-day class at a cost of \$700 plus per diem. Thereafter, an annual 8-hour refresher course is required. It was decided to look at the budget to see where we might get funding to pay for certification training sooner rather than later.

d. Mission Upgrades – Robert Walen

Our SCADA System needs RTU upgrades. We have 5 units that need to be upgraded at \$1850 per RTU. There was discussion concerning the fact that it would cost about \$10,000 to do it now whereas next year the cost will be up to \$25,000. The Board asked that more research be done on how we might fund and manage these upgrades.

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 10:11 am. Moved by J Lewis and seconded by G. Jubien.**


NEXT REGULAR BOARD MEETING WILL BE HELD MAY 19 , 2026, AT 9 AM.

Respectfully submitted,




Judy Gamble, Office Administrator

Approved 19 May 2026



Al Frank, President



John, Lewis, Secretary



Gary Jubien, Commissioner