

SunLand Water District
Board of Commissioners
Meeting of May 19, 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 April 21, 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 April, 73.4% 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

- Rich has completed PE testing for lab accreditation.
- New turbidimeter was sent in for warranty repairs and has been returned and is currently back in service
- 108 Tons of silage was harvested off the field at the WRF earlier this month.
- Yard maintenance is in full effect.

Water

- Crew has completed annual hydrant flushing and valve exercising. All information gathered during this exercise has been added to the Diamond Maps i.e.; valve turns, condition, exercise date, and any problems with hydrants. Water used during this project was 93,000 gallons.
- Upper reservoir was put back into service following a negative coliform test. All cells are full at the upper and lower reservoir.
- 2026 Water Use Efficiency Report has been filed with DOH
- 2025 Consumer Confidence Report (CCR) has been posted to SWD website and has been submitted to DOH.
- Yard maintenance is in full effect.

- Water loss for the month of April was 11%, up from 9% last month. Static levels for April rest at 98.6ft, 7.4ft lower than last month, (due to the new well pump and corrected level measurement,) while the pumping levels are at 118.2ft, 0.2ft lower than last month.
- Lead water operator Scott Garner has made the tough choice to retire after 20 years of service. Scotts last day with SWD will be May 29th.

6. Old Business

- Website – All updates have been completed. The 2025 Consumer Confidence Report has been posted to the website.
- Small Water System Plan Update** – Robert Whalen
The plan has been reviewed by the Commissioners. **It was M/S/P (moved by John Lewis and seconded by Gary Jubien) to approve the plan.** It will be submitted for review by the DOH.
- Approval of Revised Resolution 121 Employee Manual** Karen Shay
It was agreed by the Board in April 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. **It was M/S/P (moved by Gary Jubien and seconded by John Lewis) to approve the revised policy update to the Employee Manual – Resolution 121.**
- Payment/Correspondence Drop Box – Robert Whalen
Robert researched drop boxes and found one manufactured in Oregon that would meet District needs. The Board approved the purchase. Cost is under \$1000.
- Final Statement of Costs for WRF Breakroom** – Robert Whalen
Robert Whalen provided a final statement of costs for the Breakroom portion of the new pole barn at the WRF. It was \$15,000 over the original budget. **It was M/S/P (moved by Al Frank and seconded by Gary Jubien to approve the amount of \$15,000 be added to the pole barn budget.**
- Discussion of Asbestos Training – Robert Whalen
It was determined that we have funding in this year's budget to cover the cost of training which would entail a 4-day class at a cost of \$700 plus per diem. It was approved by the Board that Robert Whalen become certified in asbestos this year and that an additional staff member can take the certification training next year with the cost to be included in next year's budget.
- Mission Upgrades – Robert Walen
Our SCADA System for the lower reservoir needs an RTU upgrade. We have 5 units that need to be upgraded at \$1850 per RTU which may be more costly next year. It was determined that the upgrades be included in our budget planning for 2027.

7. New Business

- Review of Water Reclamation Facility Employee Salaries** – Al Frank
A review of the salary schedule of the City of Sequim revealed that our WRF employees are underpaid. **It was M/S/P (moved by Al and seconded by John) that we increase the salary of Willy Burbank and Rich Sleeper effective June 1st to be in line with the City of Sequim's pay rates for the work performed.** The Board also asked Karen Shay to include the raises in next year's budget and to also include an Apprentice for the Water Reclamation Facility.

- b. **Staffing Review** – Al Frank/Robert Whalen – With the retirement of Scott Garner on May 29th, the job requirements of the remaining staff was discussed.

- 8. **Checks and Vouchers** – The April 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 10:24 am.


NEXT REGULAR BOARD MEETING WILL BE HELD JUNE 16 , 2026, AT 9 AM.

Respectfully submitted,



Judy Gamble, Office Administrator

Approved 16 June 2026



Al Frank, President



John, Lewis, Secretary



Gary Jubien, Commissioner