

SunLand Water District
Board of Commissioners
Meeting of June 16, 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 May 19, 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 May, 77.5% 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

- PE testing results came back in, all test results within spec. Nice Job Rich!
- Equipment, maintenance and grease schedules are being conducted.
- Drained and cleaned EQ basin, including both floc tanks.
- Rich hauled 18 loads (25,000 gallons) of bio solids to the City of Sequim.

Water

- Water service leak at 102 Discovery Bay Street. Leak was called in at 6AM. Crew worked until 9PM backfilling and cleaning up. Estimated water loss of 63,000 gallons.
- I met with Clallam County Public Works Superintendent about SWD drainage ditches and was given the okay from the County to start fixing troubled drainage ditch spots to help allow for rainwater, hydrant flushing, and Reservoir draining.
- New payment drop box has been installed.
- Water loss for the month of May was 5%, down from 11% last month. Static levels for May rest at 99.6, 1 ft. lower than last month, (due to the new well pump and corrected level measurement,) while the pumping levels are at 125 ft., 6.8 ft. lower than last month.

6. Old Business

- a. Website – All updates have been completed. The announcement regarding the new drop box has been posted. It was suggested that Jim Larison be asked to upload his photos to an online folder.
- b. Update of Resolution 134 Public Works & Purchasing Karen Shay
To comply with State Public Works, a Capital Purchase Checklist containing a Purchase Evaluation and Purchase Implementation Plan was reviewed. Commissioner Lewis asked that this be made part of the updated Resolution and brought back to the Board for approval at the next meeting

7. New Business

- a. Update of Resolution 125 Cross Connection and Backflow Prevention Policy – Whalen/Gamble
The Cross Connection Questionnaire was reviewed. It was recommended that the listing of special plumbing or activities present on customer's premises be shortened to include 3 or 4 of the most common concerns. The Commissioners will review Robert Whalen's added sections to the Resolution. The Resolution will be brought before the Board at the next meeting.
- b. Discussion Regarding New SCADA Technology - Lewis
Commissioner Lewis expressed his recommendation that the new SCADA technology be reviewed before any upgrades are made to the SCADA systems in use by the SunLand Water District.
- c. Discussion of Drainage Issue - Whalen.
At several locations throughout SunLand, drainage ditches have been filled in with gravel and, in some cases, are being used as an additional parking space for the homeowner. This is against the purpose of a drainage ditch which is to allow for rainwater, hydrant flushing and reservoir draining. The SWD will start fixing troubled drainage ditch spots in the near future.

- 8. **Checks and Vouchers** – The May 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.

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- 10. **EXECUTIVE SESSION** was called to review performance of District Manager per RCW 42.30.110.
Regular meeting to resume at 10:50 a.m.

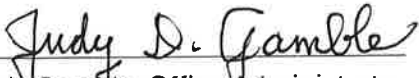
- 11. Regular meeting resumed at 10:50 a.m. No action to be taken as a result of the Executive Session.

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- 12. **Adjournment:** It was M/S/P to adjourn the meeting at 10:55 a.m. (Moved by J. Lewis and seconded by G. Jubien.)

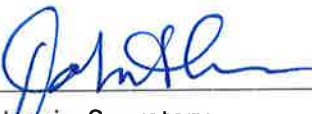
NEXT REGULAR BOARD MEETING WILL BE HELD JULY 21 , 2026, AT 9 AM.

Respectfully submitted,


Judy Gamble, Office Administrator

Approved 21 July 2026


Al Frank, President


John, Lewis, Secretary


Gary Jubien, Commissioner