

SunLand Water District
Board of Commissioners
Meeting of September 15, 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 August 18, 2026 and the Special Meeting of September 2, 2026. Moved by J. 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 August, 90% of the district's budgeted 2026 water and sewer revenue has been received. Judy stated she received a copy of a letter sent to SLOA by Compu-Link Corporation who is handling the property for HUD. Judy called their office but was told since the property title had not been changed but was still in Mr. Murphy's name they must refer my inquiry to another office. It was stated by the Commissioners that we should proceed with filing a lien on the Caleb Murphy (deceased) property at 145 Hilltop. Judy will handle it.
5. **Manager's Report:** The monthly District Manager's report will be appended to the official meeting minutes. Highlights include:

Water Reclamation Facility

- Willie and Rich have completed working on replacing the gear box and the motor on the Raptor Micro Screen (head works Auger). It is now back in service and working great.
- Quarterly and yearly test well monitoring has been reported.
- Continued building maintenance.

Water

- Crews repaired a service line leak at 190 Cascadia Loop. Estimated water loss of 5,164 gallons
- Crews replaced a service saddle that was leaking at 240 Fairway Dr, during this process a stress fracture occurred in the 6" AC main line. We replaced a 20 ft. section of pipe that ran the length of the concrete driveway. Estimated water loss at 87,350 gallons.
- Crew responded to a water leak on the service line at 174 San Juan. Estimated water loss at 16,588 gallons

- Dave, our water apprentice, passed his WDM 2-IT (Water Distribution Manager in training) exam.
- Installed a new meter and setter for a new house being built at 176 Hurricane Ridge.
- Water loss for the month of August was 5%, up from 1% last month. Static level for August rests at 101.3 ft., down from 100.5 ft. last month, while the pumping level sits at 128.1 ft. down from 126.8 ft. last month.

6. **Website Updates** – Gamble

Judy reported that there have been no changes to the website this month.

7. **Old Business**

a. **Update of Resolution 134 “public Works & Purchasing” – Whalen & Shay**

Karen presented the updated page for the amended SunLand Water District Public Works & Purchasing Policy. **It was M/S/P (moved by J. Lewis and seconded by G. Jubien) to approve the amended policy.**

b. **Update of Resolution 125 Cross Connection & Backflow Prevention Policy – Whalen & Gamble**

Robert has met with all of the HOA's except Division 16 and gone over with them the changes to the Cross connection and Backflow Prevention Policy. **The Board reviewed and M/S/P (moved by J. Lewis and seconded by G. Jubien) to approve the amended policy to be effective January 2028.**

c. **2027 Budget Review** – Shay

The Commissioners reviewed the updated preliminary budget, one at a time, and brought up items for further discussion. Some of the items discussed were

Health Insurance – to be “employee only” for the apprentice

Contract for vacuum truck : Before we buy a truck, we need to exhaust other ways to meet our needs.

Questions about when the treatment plan apprentice would be coming online.

David will cross train at the WRF.

Questioned why we needed a pull behind generator with a rating of 25 kw when the pump's rating is only 10 hp. Robert explained that was the electrical recommendation of Angeles Electric. He will check on the HP of the pump. Noted that our upper reservoir generator is not big enough to handle 4 pumps. A 150K generator will run 4 pumps.

Karen was asked to refigure the rate increase at 3% to see how it affects other aspects of the budget Regarding the new Raptor Microstrainer for the WRF which is scheduled to be purchased in 2028 at \$175K, would like to push it out to 2033. Noted that City of Sequim has 2 Raptor Microstrainers and that it was recommended not to purchase a Hycor unit.

Questioned the need for a cell phone for the new apprentice. It was deemed necessary.

Regarding the purchase of the jumping jack and compactor, it was noted that the rental cost is \$87.00/day for the compactor and \$200/day for the jumping jack.

Push out the generator buy for Reservoir #2 to 2034.

New Business

a. Technology Study – John Lewis

John thinks it would be a good idea to have someone come in and do a preliminary survey of what we have and what we may need in the future. Karen will look in the MRSC Roster and get a budget for hiring such a person.

b. Increase in Side Sewer Permit Fee

After discussion, it was M/S/P (moved by J. Lewis and seconded by G. Jubien) to increase the fee to obtain a Side Sewer Permit from \$10,000 to \$15,000 effective January 2027.

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

None were submitted this month.

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

10. **Adjournment:**

It was M/S/P to adjourn the meeting at 10:40 a.m. (Moved by G. Jubien and seconded by J. Lewis.)

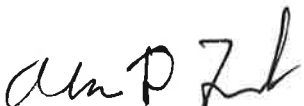
€€€€€€€€€€€€€€€€

NEXT REGULAR BOARD MEETING WILL BE HELD OCTOBER 20, 2026, AT 9 AM.

Respectfully submitted,


Judy Gamble, Office Administrator

Approved 20 October 2026


Al Frank, President


John, Lewis, Secretary


Gary Jubien, Commissioner