

Belfair Water District #1  
November 8, 2022  
Regular Meeting  
5 p.m.

**Commissioners Present**

Mike Pope  
Jill Satran-Loudin  
Greg Born

**Staff Present**

James Freeman  
Valisa Douglas

**Guest**

- 1) Commissioner Born called the meeting to order at 17:08 / Pledge of Allegiance led by Commissioner Born.
- 2) Public Comments – No public comments.
- 3) Accounts Payable were read and a motion was made by Commissioner Pope to Accept and Approve Accounts Payable Warrants #10100-10127. Commissioner Born 2<sup>nd</sup> the Motion. Commissioner Born called for the vote.

Motion Carried 2 Ayes 1 Absent and 0 Nays

- 4) A Motion was made by Commissioner Satran-Loudin to approve the Meeting Minutes from the October 25th, 2022, meeting. The Motion was 2<sup>nd</sup> by Commissioner Born. Commissioner Born called for the vote.

Motion Carried 3 Ayes 0 Absent and 0 Nays

- 5) Petty Cash is at \$250.00. (Cash = \$117.85 and Receipts = \$132.15 = \$250.00). The Cash Drawer has \$200.00. Commissioner Satran-Loudin verified before today's meeting. Commissioner Born read and Commissioner Satran-Loudin Motioned to Accept and Approve Petty Cash & Cash Drawers as shown on the agenda. Motion 2<sup>nd</sup> by Commissioner Pope. Commissioner Born called for the vote.

Motion Carried 3 Ayes 0 Absent and 0 Nays

- 6) **Business to be Completed:**

- 7) Commissioner Satran-Loudin motioned to approve leak adjustment for Ken McDermott for \$300.70, motion seconded by Commissioner Pope. Commissioner Born called for the vote.

Motion Carried 3 Ayes 0 Absent and 0 Nays

James Freeman brought up there are several leak adjustment forms and that need to be cleaned up as it is causing confusion. Some forms are missing the \$300 cap sentence. Commissioner Pope said to make it clear that for approval of over the cap it must come before the board of commissioners for approval, asked that it get cleaned up. Commissioner Pope questioned where the leak was found by the customer, James Freeman explained and Pope said we do not adjust anything above ground, toilets etc. and no leak adjustments for irrigation. James Freeman commented on hospital high bill and interrogation and Pope requested a new policy for leak adjustments and new forms for same.

- 8) **Manager Update**

**Olympic Ridge, Olympic View development**

**Olympic View Apartments**

Performance bond has been received and work has been accomplished for the Temporary Occupancy for the buildings A, C and Rec Bldg. We have also received the payment for the inspections, DEA and connection fees totaling \$84,592.63. They have purchased 5 meters so far here of which 3 are installed with 6 meters remaining to purchase for this first phase. As far as the remaining buildings go the meters will be installed

after payment and when backflow preventers and fire and domestic requirements have been satisfied, meter boxes set to grade and ready for install.

Building L above the Post Office is to be a separate project and will be completed to acceptance like normal.

#### **Olympic Ridge Homes**

The engineers are working on the final documents, the project is completed with the exception of a fire flow test that is being required by mason county fire marshal. The hydrants will need touched up with paint in the spring when the weather is better. The fees for the development have been invoiced for \$79,915.72 and once that is paid up and they give us the docs we will present to the board for acceptance. So far there have been 4 meters sold here for the model homes.

#### **CEDS Project Funding**

The bid docs draft has been received from the hydrogeologist, has been reviewed and changes requested to have the contractor handle the drill spoils as we do not own the equipment necessary to handle that. Once we have the final bid docs we will put out for bids and see what this project is going to look like overall.

Then Generator supplier and the Electrician are going to do a final look over the sites later this month, the lead times on the generators are quite substantial right now so hoping to receive the documents (contracts for funding) from Mason County soon, we have been awarded but nothings final until the documents are signed and returned. Working with the supplier to be able to invoice for the down payment and submit to the county for the disbursement then issue the warrant for payment. Will know more later this month.

#### **North Mason Fire Authority Project**

Nothing new currently.

#### **39 Acres**

Existing roads are re-established and repaired, they are monitoring for drainage and potential wash out and they will be getting me the figures on what it would take to put some rock down to make the roads easier to maintain.

#### **Overton and Associates**

Nothing to note since last meeting.

**Continental Floral** – Nothing to note.

**MTA Project and Roundabout** – Nothing to note.

**Romance Hill development**- Nothing to note.

#### **Maintenance and Operations –**

Alex Gobble now full time with the District , Alex has worked for the district starting as summer help for 6 years, completed college and also his water distribution specialist license for the state of Washington, I look forward to working with him in the future.

Over the last two weeks construction inspections at Olympic ridge and Olympic view has been extensive, installed new meter for last new construction on Cedar Lane, new traffic box on hwy 106. Flushed MTA and log yard road, completed High low consumptions totaling 12. plus all the day to day operations.

Went to do a locate up by MTA and discovered Pape and Sons preparing to install sewer line from treatment plant to past MTA for Overton new project mason county utilities received grant money for the project. Pope asked if the railroad plays into this.

I have been working on a in house rate study, we were way behind when I did the rate increase a few months ago, which got us closer to what we should be but finding still behind, hope to have a new rate increase numbers for meter cost, connection fees and etc. done this month and ready for approval by the board January 1<sup>st</sup>, also dale said he has hired a professional firm to do a rate study and we should have those results by may for an adjustment increase come June 1<sup>st</sup>.

James mentioned COLA's and \$5- and \$10-dollar difference for the rates, Commissioner Satran-Loudin mentioned that "We are small still, but now we are growing"

James mentioned that he fixes the leaks and saves the District money by not hiring contractors, maybe we can get an excavator. Commissioner Pope mentioned that the excavator sat in the shop before because no one could run it. James said it ok, its fine we will get there, come January w/rate increase it will help.

Commissioner Pope agreed that we do need an excavator and trailer. James confirmed that he will save the District a lot of money and make it back with more than the payment. Pope asked if a CDL is required for the trailer.

Swift Comply the backflow program we have has purchased XC2 our current program James and Meryl are looking into programs and have not decided as of yet.

Commissioners all agreed that Alex is a good employee, James elaborated on Alex that he has grown, and he has worked with him from day one. Alex is performing the flushing, meeting with customers James controls the sampling but Aex knows the process, but it is a heavy load if a sample fails. Commissioner Pope said that it is a lot more than just digging ditches.

List of Accomplishments done last Summer:

Installed new interior lights at Razor and Hummingbird sites

Installed eyewash stations at Well 1 and 4

Finished Tank vent at Razor and 39 acres

Replaced and repaired exterior office lighting and the upper sign on the building

Repaired Mains and service lines Hwy 3, cove view and Graham Road

Had leak detection company Hydrorevolution perform leak checks on all OBH and HWY 300, found 5 leaks on district side, Alex, Bob and James repaired all leaks

Installed Air vac on Alderwood.

Installed new sampling station on Olympic Ridge.

Replaced the flagpole

New meter install for Mr. Selfors and cove view

Started hydrant program, brush cut and main line valves for hydrants and replaced with correct stortz adapters

Completed 8 hydrants gathering data cycling valves painting and repairing 2 bad hydrants now back in service.

New bearings and pulleys and belts on riding lawnmower.

New thermostat housing and new throttle positioning sensor on the jeep.

Oil changes and maintenance performed on all vehicles.

Cleaned chlorination cell at well 4(it had never been done)

Replaced 35 meters

Rebuilt wall around meters for hd pub

Rebuilt door frame on generator room well1

Finished new fire stations inspections

Hot Water tank repaired at the office.

Installed vise stands for both shops

Removed all brush from inside the high tank area

Found outlet drain for Razor Rd site

Commissioner Pope would like to see "exercising the valve" when the crew has time. James said he will get a valve program and new sampling station.

James asked about getting equipment first then hiring Bob in next year and ½?

Pope said Bob is on our Radar for future hire,

James said he has been patching the Colorado together but its getting rough, discussed Ford Maverick out the door for \$24,000.00 "All this stuff you need to discuss with Dale" he said.

#### **New Business:**

Commissioner Pope said he would go to the bank to re-activate his visa.

#### **9) Commissioners Comments:**

Commissioner Born said to have the largest home builder building here in Belfair is good news for Belfair. Commissioner Pope asked about the Logging.

Pope made motion for professional to test air quality at the office, Commissioner Satran-Loudin seconded the motion. Commissioner Born called for the vote.


Motion Carried 3 Ayes 0 Absent and 0 Nays

Meeting Adjourned at 18:30. By Commissioner Born.

November 8th, 2022 Meeting Minutes Approved by:

Commissioner Pope  Date: November 22, 2022

Commissioner Satran-Loudin  Date: November 22, 2022

Commissioner Born  Date: November 22, 2022

BELFAIR WATER  
DISTRICT No. 1

360-275-3008