

Belfair Water District #1  
March 28, 2023  
Regular Meeting  
3 p.m.

**Commissioners Present**

Greg Born  
Jill Satran-Loudin-via telephone  
Mike Pope - absent

**Staff Present**

Dale Webb  
Valisa Douglas  
James Freeman

**Guest**

- 1) Commissioner Born called the meeting to order at 15:04 / Pledge of Allegiance led by Commissioner Born.
- 2) Public Comments –  
No Public was present.
- 3) Accounts Payable were read and a motion was made by Commissioner Born to Accept and Approve Accounts Payable Warrants #10372-10401. Commissioner Satran-Loudin 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 Born to approve the Meeting Minutes from the March 14, 2022, meeting. The Motion was 2<sup>nd</sup> by Commissioner Satran-Loudin. Commissioner Born called for the vote.

Motion Carried 2 Ayes 1 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 Born 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 Born. Commissioner Born called for the vote.

Motion Carried 2 Ayes 1 Absent and 0 Nays

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

New to the district vehicle fleet a 2007 Toyota Tundra was purchased and used Kitsap Bank to pay for tires, tax and licensing. Used the license from the Jeep and transferred to the truck. Waiting on scheduling for the radio and light install. Took the truck to BFD and had a front cv axle and bushing replaced.

Surplus Jeep has been taken to Stokes auction house. Should be in the April auction, Webb signed a contract with Stokes to handle the sale.

- 7) **Manager Update:**

**Olympic Ridge, Olympic View development**

Olympic View Apartments-

Waiting to receive the funds for the two remaining meters in the first section, bldgs B and D. As soon as the funds are received, we will install the meters.

Olympic Ridge Homes-

Received the funds for the 2 additional meters for irrigation they have requested, and they will be installed next week, they have now requested another 8 meters and the check for these should be here next week.

**CEDS Project Funding**

Back up Generators for Well 4, Office and Romance Hill.

Nothing new on Generators at this time.

**Well 6 Project**

Well 6 Bid package is out and we are planning on a bid opening at 2 pm on April 11<sup>th</sup> 2023 directly prior to the 3 pm board meeting.

Also pursuing funding for possible reservoirs and building renovations or replacement and whatever infrastructure grants we can possibly get.

**39 Acres**

Waiting on the weather.

**Overton and Associates**

Nothing new at this time.

**Maintenance and Operations –**

Jim Freeman reported on maintenance and operations (see attached list of topics)

(Manager request executive session to discuss personnel)

A Motion was made by Commissioner Born to approve Valisa Douglas Step increase. The Motion was 2<sup>nd</sup> by Commissioner Satran-Loudin. Commissioner Born called for the vote.

Motion Carried 2 Ayes 1 Absent and 0 Nays

**New Business:**

WASWD meeting in April 12-14, Reservations are made and conference registration is complete. Since there is a bid opening on the 11<sup>th</sup>, we can leave the morning of the 12<sup>th</sup> as the conference does not start until 2 pm.

Webb discussed letter from Mason County Commissioners supporting the by-pass and asking for it to not be postponed on the schedule but to move ahead with the project under the original timeline.

**9) Commissioners Comments:**

Commissioners both said "thank you all and awesome job" to staff for their efforts.

Meeting Adjourned at 15:45 By Commissioner Born.

March 28, 2023 Meeting Minutes Approved by:

Commissioner Pope \_\_\_\_\_ Date: April 11, 2023

Commissioner Satran-Loudin  \_\_\_\_\_ Date: April 11, 2023

Commissioner Born  \_\_\_\_\_ Date: April 11, 2023