

Belfair Water District #1
December 27, 2022
Regular Meeting
5 p.m.

Commissioners Present

Mike Pope
Jill Satran-Loudin
Greg Born

Staff Present

Dale Webb
Valisa Douglas
James Freeman

Guest

- 1) Commissioner Born called the meeting to order at 17:04 / 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 Satran-Loudin to Accept and Approve Accounts Payable Warrants #10217-10231. Commissioner Pope 2nd the Motion. Commissioner Born called for the vote.

Motion Carried 3 Ayes 0 Absent and 0 Nays

- 4) A Motion was made by Commissioner Born to approve the Meeting Minutes as amended from the November 22, 2022, meeting. The Motion was 2nd by Commissioner Satran-Loudin. 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 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 2nd by Commissioner Pope. Commissioner Born called for the vote.

Motion Carried 3 Ayes 0 Absent and 0 Nays

6) **Business to be Completed:**

Leak adjustment forms and policy

Leak adjustment form handed out second time for review and comment. The Manager recommends no change to policy as it seems pretty in line with other districts. The form is cleaned up and is the only form available for distribution and will be the one if approved posted on the web site. Commissioner Satran-Loudin motioned to accept the form and the recommendation for maintaining the same policy, Commissioner Pope seconded the motion. Commissioner Born called for the vote.

Motion Carried 3 Ayes 0 Absent and 0 Nays

2023 Rates and Fees update

General Manager brought up the 2023 fee and rate schedule that was handed out and gone through last meeting to all and asked if there were any changes or comments. While waiting for a formal rate and fee study to be done in the first quarter of 2023, the increase is approximately 5% across the board. Commissioner Pope commented that it is fair but will likely have to see a bigger increase after the study. Commissioner Born Motioned to accept the changes to the Rates and Fees, Commissioner Pope seconded. Commissioner Born called for the vote.

Motion Carried 3 Ayes 0 Absent and 0 Nays

Board Positions

Commissioner Pope brought up that with the new year we have the option of switching positions on the board, after brief discussion it was decided that the positions would remain unchanged through 2023. Commissioner Satran-Loudin motioned and Commissioner Pope seconded, Commissioner Born called for the vote.

Motion Carried 3 Ayes 0 Absent and 0 Nays

7) **Manager Update:**

Olympic Ridge, Olympic View development

Olympic View Apartments-
Nothing new here, continuing to complete the project.

Olympic Ridge Homes-

Resolution 2022-03 Acceptance of the Olympic Ridge Housing Development

Commissioner Satran-Loudin motioned to accept the Olympic Ridge Housing Development and proceed with the 2-year maintenance bond, Commissioner Born seconded. Commissioner Born called for the vote.

Motion Carried 3 Ayes 0 Absent and 0 Nays

CEDS Project Funding

Waiting for the bid docs for the Well 6 project, would like to have this out to bid ASAP.

The Generator contract has been dealt with now and we have received the signed documents back. We will begin scheduling the project at this point.

39 Acres

The roads are holding up well, waiting for better weather to get some rock on them and begin the permitting process.

Overton and Associates

Working on a meeting after the first of the new year for future planning in area surrounding the bypass. Identifying possible future expansion areas and routes for understanding the future planning.

Maintenance and Operations –

Jim Freeman reported on the maintenance and operations since the last meeting.

Normal day to day operations. Alex Gobble went to cross connection class for 4 days in Auburn and is scheduled to take his CCCS test tomorrow in Olympia. The decision has been made after much research and discussion to go with Swift Comply for our cross connection program for \$9,000.00 buy in and yearly maintenance thereafter. Read meters and processed 12 rereads, we are working on getting that number down. Two water calls for frozen pipes on the customers side. 2 shut offs for customer leaks. Repaired and replaced lights on all the trucks. Replumbed large section of Well 4 chlorine line. Replaced shaft lube valve at Well 4. Tightened packing on Well 4 Pump Motor. Installed a remote read at the Belfair Elementary school. Also in this time period we had 1 day closed for ice storm and the Holiday, left early 1 day due to snow. Alex took a personal day and a day of comp time. Jim was on call for the long weekend, had 2 shut offs for customer leaks, 2 trees down at 39 acres and the basement flooded.

GC systems has been contacted to rebuild the PRV on the hill, probably about \$4000 for that work. We have been having issues with the SCADA and erratic readings at the Razor site. We will also be installing Radios and having SCADA checked out in the near future.

Contracted with Pape and Sons for the OBH push crossings for Judy Scott as well as replacing the service at 180 OBH.

During the power outage on Razor Rd the generator ran for over 6 hrs.

New Business:

General Manager Requested Executive session for personnel discussion. Time out:17:53 Rejoined at 18:09

