

Belfair Water District #1  
June 26, 2018  
Regular Meeting  
6 p.m.

**Commissioners Present**

Linnie Griffin  
Jill Satran-Loudin  
Mike Pope

**Staff Present**

Dale Webb  
Sherri LaHaie  
Jim Freeman

**Guest**

Rick Prentice  
Annette Stewart

- 1) Commissioner Griffin called the meeting to order at 6:00 pm / Flag Salute.
- 2) Public Comments – See below under “New Business”
- 3) Accounts Payable were read by Commissioner Pope. A Motion was made by Commissioner Satran-Loudin to Accept and Approve Accounts Payable Warrants #7619 - #7632. Commissioner Pope 2<sup>nd</sup> the Motion. Commissioner Griffin called for the vote.

Motion Carried 3 Ayes and 0 Nays

- 4) Motion was made by Commissioner Satran-Loudin to approve the Meeting Minutes from the June 12, 2018 meeting. The Motion was 2<sup>nd</sup> by Commissioner Pope. Commissioner Griffin called for the vote.

Motion Carried 3 Ayes 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 Pope Motioned to approve and accept the Petty Cash & Cash Drawers as shown on the agenda. Motion 2<sup>nd</sup> by Commissioner Satran-Loudin. Commissioner Griffin called for the vote.

Motion Carried 3 Ayes, 0 Nays

- 6) **New Business** – New business on Agenda was moved to beginning of meeting due to visitors Rick Prentice and Annette Stewart attending the meeting, regarding their property on 676 Old Belfair Highway. Mr. Prentice had a substantial leak that they had repaired as soon as they received their bill. Webb recommended that the Board allow a full adjustment, \$1969.89. Mr. Prentice's normal bills were in the \$300 range but received a bill over \$5000.00 over a two-week period between meter reading and obtaining their bill. Their first overage bill was already paid.

Motion was Made by Commissioner Pope for the District to work on payment plan for full adjustment. Commissioner Griffin 2<sup>nd</sup> the vote. Commissioner Griffin called for the vote.

Motion Carried 3 Ayes, 0 Nays



7) **Manager Update:**

**Belfair Water District Goals for next 6 years** – Belfair Water District #1 has set goals to replace all aging meters at all well sites in 2018. This will provide accountability and better accuracy on produced water data. The District staff is also checking meters in the field to fix all non-reading or slow reading meters to increase accountability and accuracy and reduce lost revenue. Also have set goals for water Conservation to be below 250 gals per day per ERU.

**Developer Standards, Developer Contract and Fee Policies** – Still in process, working on simplifying document.

**Overton and Associates, Developer Extension Contract** – Working on details for project, reviewing final plans after more lines were added again. Should be receiving fee's for inspection and getting started and will be reviewing final plans soon. Size of scope will require several phases.

**Comp Plan/Stantec** – Fire flow and pressure tests were done and Stantec is assembling the data and getting the model completed. Survey crews came for accurate elevation shots for the plan.

**Wellhead Protection Plan** – Waiting for the draft plan.

**Maintenance and Operations** – Quincy is back for the summer and working on site maintenance as well as ERU counts and marking and locating meters.

Jim and Alex worked with Century Link and Calvert Technical to get communications all worked out and established again with Rasor Road site as well as Hummingbird. We will be looking over a bid to update the SCADA unit at the office for better communications.

Sherri is working on the monthly reconciles and preparing for the first quarter report in July, as well as working through the remainder of all the other issues with Webb. We are making some minor adjustments on how we do things internally to make sure we are compliant with the timeframes for filing quarterlies. Sherri will also be leading the Department of Retirement Systems audit and is working with BIAS to prepare for that.

Currently as of today, the field staff have marked about ¼ of the meters. This work is ongoing, along with reservoir cleaning that begins this week and evaluating the sites for future repairs and maintenance. Staff has been actively pursuing reading meters or ones that show inaccuracy and replacing them and monitoring. Staff have also addressed around 15 high consumptions from the last read and we will be continuing tightening our process for this.

**Romance Hill Control Reprogramming** – As part of the fire flow testing, it was discovered that the fire pump was not functioning in the proper setpoints. Jim worked with Nick at Top Dog Drilling to adjust and set this.

**Hummingbird Well site** – We went to put the site online and got the chlorine running. The site has been running for over a week now. We are working on getting the site adjusted with Well 1 and blending with the PRV.

**Well #1** – Still working on getting our settings between the PRV and the wells.

**DOR Audit/Appeal process** – We have another hearing date. We will meet with Tom Burke at the office at 10 am on the 12<sup>th</sup> of July and then on the 17<sup>th</sup> of July at 9:30am at the Tumwater office. Hoping Commissioner Pope will be able to attend these.

- 8) **SR-3 Project** – We received the paperwork for the outstanding balance with the State for 2017 work to finish the project. Webb does not have a balance on the amount, only that it is close to \$50,000.00. Webb will be meeting with the State soon on this.



9) **New Business** – (Moved to beginning of meeting).

10) **Public Comments** – (Moved to beginning of meeting along with New Business).

11) **Commissioners Comments** – Commissioner Griffin mentioned that it was Ruby's birthday and was happy to be a part of the pizza and cake celebration at lunch, and that it was good to see that our summer hires, Quincy and Alex are back for the summer. Commissioner Satran-Loudin thanked Webb for taking care of Rick Prentice and Annette Stewart's bill. She also questioned if attorney Burke made a mistake because of the on/off/on again hearing with the DOR regarding whether the District was liable for taxes with the SR3 project. Webb told her the it was the DOR auditor who made that incorrect assumption. Webb also mentioned that the District is looking into getting in a towing agreement with a local company. Commissioner Pope had no comments.

Meeting Adjourned 6:34 pm

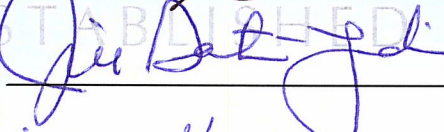
June 26, 2018 Meeting Minutes Approved by:

Commissioner Pope



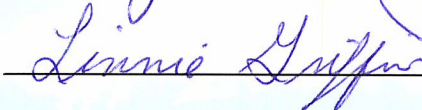
Date: July 10, 2018

Commissioner Satran-Loudin



Date: July 10 2018

Commissioner Griffin



Date: July 10, 2018

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