

Belfair Water District #1  
June 12, 2018  
Regular Meeting  
6 p.m.

**Commissioners Present**

Linnie Griffin  
Jill Satran-Loudin  
Mike Pope (Excused)

**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 – Public comments at the end of Manager's Update due to guest showing up after meeting began.
- 3) Accounts Payable were read by Commissioner Satran-Loudin. A Motion was made by Commissioner Satran-Loudin to Accept and Approve Accounts Payable Warrants #7581 - #7618. Commissioner Griffin 2<sup>nd</sup> the Motion. Commissioner Griffin called for the vote.

Motion Carried 2 Ayes and 0 Nays 1 Absent

- 4) Motion was made by Commissioner Satran-Loudin to approve the Meeting Minutes from the May 22nd, 2018 meeting. The Motion was 2<sup>nd</sup> by Commissioner Griffin. Commissioner Griffin called for the vote.

Motion Carried 2 Ayes and 0 Nays 1 Absent

- 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 Griffin 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 2 Ayes, 0 Nays 1 Absent

6) **Business to be Completed –**

Commissioner Satran-Loudin said the staff on a job well done with the Consumer Confidence Report (CCR).

Commissioner Griffin also complimented the staff. Commissioner Satran-Loudin asked if the CCR could have been put in with the customer bills, and Webb explained that they did ask Databar to add it to the customer bills, but Databar neglected to add it to the customer bills per Webb's request. Databar staff did reach out to Webb and will mail it out separately and not charge the district for postage fees.

7) **Manager Update:**

**Developer Standards and Contract and Fee Policies** – Still in process, working on draft for resolution. Working on legal and tightening our wording.



**Overton and Associates, Developer Extension Contract** – Working on details for project, reviewing plans after more line was added again.

**Comp Plan/Stantec** – Fire flow and pressure tests were done today and will be assembling the data and getting with Stantec to go over ASAP. Also scheduling for accurate elevation shots for the plan. Stantec engineers Jay and John came to Belfair Water District and Freeman worked with them.

**Wellhead Protection Plan** – Should be reviewing the draft plan shortly.

**Maintenance and Operations** – Alex Gobble is back for the summer and immediately has jumped into the day to day operations, well site and office maintenance and residuals and site checks. Freeman has baited and exterminated a large carpenter ant infestation at the Well 4 building and is also replacing the chlorine pump after it was found the failed one was not rebuildable. Sherri is working on reconciles and making sure we are current, as well as assisting in working through the remainder of the IRS issues with Webb. Will be making some minor adjustments on how we do things internally to make sure we are compliant with their timeframes for filing quarterlies. We sent BIAS data to the SAO in preparation of the upcoming audit. SAO audit is upcoming, and Sherri will be leading the District cooperation with this. No date set yet but will possibly be end of July or soon thereafter. The District has filed 2015, 2016, and 2017 with the SSA, due to another thing that we have discovered we were not compliant with. Will be working with BIAS to mitigate any issues there. Cut in a new 6-inch meter at Well 4. The one there was stuck and bouncing, and we must have firm numbers for our state reports. One of our goals is to replace aging meters at all the well sites in 2018. We have done one so far. Freeman and Gobble went out last week and are collecting numbers on the wells. Freeman has been putting together our 2017 Water Use Efficiency Report. It is a marked improvement over the 2016 report. In 2016, our water loss was over 50% for several suspected reasons. For 2017, our tentative numbers between billed and produced put our loss to be around 2%. We are also noting we are no longer seeing the huge spikes in production at Well 4 in an overnight scenario. Staff have been actively pursuing non reading meters or ones that show accuracy problems and replacing them and are monitoring. We will continue to work on this accountability, but that is a big difference.

**Romance Hill Control Reprogramming** – Focus has been elsewhere, but we will be coming back to this station soon to continue our efforts. It is noted that efficiency is much better, and the electric bill is still going down.

**Hummingbird Well site** – We went to put the site online, working on comms and fired up the site to try and set up the chlorine pump and it fell apart. We ended up ordering another chlorine pump, working towards standardizing with a brand and style that is readily available and rebuild parts and kits that are affordable. Webb says he is expecting the pump any day and will be getting Century Link to get our comms right, so our controls will talk. The old pump bolts are rusted off and parts are expensive and hard to find. The new pump will be available, and parts will be in stock and we will be replacing and rebuilding these pumps ourselves.

**Well #1** – Still working on getting our settings between the PRV and the wells (1 and Hummingbird) to allow for the system to blend and operate of the tops of the lower reservoirs. PRV settings are being adjusted and allowed to stabilize. The PRV has been serviced and rebuilt.

**DOR Audit/Appeal process** – Waiting on final word from the attorney on whether we are going to ultimately be successful in not paying the tax on the settlement amount. Apparently, there is less liability on us since the money for the project was borrowed. The hearing was cancelled after it was confirmed that the loan is likely not taxable.

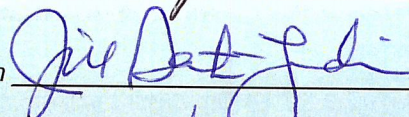


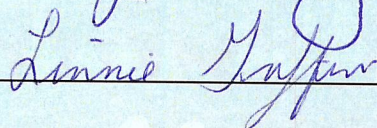
- 8) **SR-3 Project** – WSDOT has notified that they are trying to close out the project. Webb is awaiting documentation for the bill that they say we owe to close out the project. WSDOT is billing the District \$52,000. Webb is waiting for documentation. Cost of job apparently was exceeded and assumes they will bill us for the overage.
- 9) **New Business** – Freeman said Hummingbird will be online next week. Commissioner Griffin mentioned she is pleased with the organization of the bins in the storage shed.
- 10) **Public Comments** – Rick Prentice and Annette Stewart attended today's meeting. Mr. Prentice spoke with Webb over the phone and got a consumption report from a prior leak that he had repaired. When he received his bill on May 5, it was three times the normal amount. Although not required by the District, Mr. Prentice was asking the Board why he wasn't notified before he received the bill and thought that he should have been as a courtesy. Commissioner Griffin apologized and asked Webb to get paperwork ready for leak adjustment. Webb and Nelson will be working on this.
- 11) **Commissioners Comments** – Commissioner Griffin attended the Section Meeting. She'll obtain the copies of the Public Records Act to read. Safety Days will be held on June 12 and 14. Staff will be there to represent the District. **Action Item** made by Commissioner Griffin to order more backflow books. Commissioner Satran-Loudin asked if we had the sanitary survey yet, and Freeman responded by saying the survey is done every three years.

Meeting Adjourned 7:00 pm

June 12, 2018 Meeting Minutes Approved by:

Commissioner Pope  Date: June 26, 2018

Commissioner Satran-Loudin  Date: June 26, 2018

Commissioner Griffin  Date: June 26, 2018

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