

Belfair Water District #1  
June 28th, 2022  
Regular Meeting  
5 p.m.

**Commissioners Present**

Mike Pope  
Jill Satran-Loudin  
Greg Born

**Staff Present**

Dale Webb  
Valisa Douglas

**Guest**

- 1) *Commissioner Born called the meeting to order at 5:15 pm / Pledge of Allegiance led by Commissioner Born.*
- 2) *Public Comments – No public comments.*
- 3) *Accounts Payable were read by Commissioner Born. A Motion was made by Commissioner Born to Accept and Approve Accounts Payable Warrants #9835-9880. Commissioner Pope 2<sup>nd</sup> the Motion. Commissioner Born called for the vote.*

*Motion Carried 3 Ayes and 0 Nays*

- 4) *A Motion was made by Commissioner Born to approve the Meeting Minutes from the June 14th, 2022 meeting. The Motion was 2<sup>nd</sup> by Commissioner Pope. Commissioner Born 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 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 Pope. Commissioner Born called for the vote.*

*Motion Carried 3 Ayes and 0 Nays*

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

**Leak adjustment for account 288**

*Webb brought a leak adjustment for account 288 Hung Chau, unusually high bill and found multiple leak points within the restaurant Rice Bowl, spent thousands replacing equipment and toilets. Requesting adjustment above the \$300 max to the full 1/3 or \$537.80. Customer was proactive and went above and beyond to not only stop the leak but to replace potential leak issues as well. Commissioner Pope that he did not believe that our policy covered interior plumbing, Webb agreed to table the leak while clarification is sought and policy is clearly agreed upon by the board.*

**Audit Exit Interview**

*The Exit interview is set for July 14, 2022. It will be virtual and held in the Commissioner meeting room.*

**39 Acres Staking and Survey work.**

*Work has been completed and now we are waiting for the cruising and timber assessment.*

**39 Acres Ownership and Deed**

*Mason County shows the ownership for the property as Belfair Water District and as of yet Webb has not found the deed or agreement stating the conditions for the property.*

7) **Manager Update**

**Olympic Ridge, Olympic View development**

Waiting for owner to purchase their 2" apartment meters, they are asking for blocks of 4. No request yet for any meters for the residential homes. Commissioner Born asked if there were any complaints on the new adjusted prices, Webb has not heard any complaints as of yet.

**North Mason Fire Authority Project**

Meeting with Beau Bakken on Friday and will then be able to move to close the project.

**CEDS project funding**

Will be meeting onsite with team to clarify the site, will also meet with landowner to begin negotiations. Meeting with the Engineer on June 30<sup>th</sup> to discuss as well as other projects they are working on for the District.

**Overton and Associates** – See above related note.

**Continental Floral** – No change.

**MTA Project and Roundabout** – No change.

**Romance Hill development** – Nothing new here.

**39 Acres Site** – See Note under Business to be Completed.

**Maintenance and Operations –**

Annual report

Still trying to get the annual report done, this is proving difficult. Still trying to reconcile the accounts in a workable manner, much of the data is wrong or at least in the wrong places, does not translate well to the schedule 1 or the schedule 9. The set up overall in the new program is lacking, much of the set up in vision is being adjusted. Once the program is set up correctly then it will be simple process going forward. Current reconciliation is now happening in a timely manner, we are within a couple of weeks from statement to reconcile.

Site maintenance is continuing, and field staff are working on the leaks detected in the leak assessment. Running reports on the meter reads and grabbing some of the continuous leaks as well as zero reads and working them thru each month and keeping notes on same.

There is a lot of stuff going on, and everyone has really been stepping up and handling business. We continue to work towards the statements in our comprehensive water system plan.

**New Business:**

9) **Commissioners Comments:**

Commissioner Pope said things are looking good, and thanked the staff. The rest of the board joined in agreement to his comment.

The board thanked the staff for doing a good job.

Meeting Adjourned at 6:20 p.m. By Commissioner Born.

June 28<sup>th</sup> , 2022 Meeting Minutes Approved by:

Commissioner Pope \_\_\_\_\_ Date: July 12, 2022

Commissioner Satran-Loudin \_\_\_\_\_ Date: July 12, 2022

Commissioner Born \_\_\_\_\_ Date: July 12, 2022