

Belfair Water District #1
January 24, 2023
Regular Meeting
2 p.m.

Commissioners Present

Mike Pope
Jill Satran-Loudin
Greg Born

Staff Present

Dale Webb
Valisa Douglas
James Freeman-Absent

Guest

- 1) Commissioner Born called the meeting to order at 14:00 / Pledge of Allegiance led by Commissioner Satran-Loudin.
- 2) Public Comments –
No Public was present.
- 3) Accounts Payable were read and a motion was made by Commissioner Pope to Accept and Approve Accounts Payable Warrants #10232-10263. Commissioner Satran-Loudin 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 Satran-Loudin to approve the Meeting Minutes from the December 27, 2022, meeting. The Motion was 2nd by Commissioner Pope. 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 Pope Motioned to Accept and Approve Petty Cash & Cash Drawers as shown on the agenda. Motion 2nd by Commissioner Satran-Loudin. Commissioner Born called for the vote.

Motion Carried 3 Ayes 0 Absent and 0 Nays

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

North Mason School District Theler Center 4" meter leak
The board was given the spreadsheet and adjustment documents explaining the adjustment and the board approved the adjustment. Commissioner Satran-Loudin motioned and Commissioner Pope seconded, Commissioner Born called for the vote.

Motion Carried 3 Ayes 0 Absent and 0 Nays

Kitsap Bank Visa Credit line increase

Resolution 2023-01 was presented to the Board, raising the District card limit to \$2,500.00 per card (7) and cleaning up some signor issues with the bank. Linnie Griffin was still on the list as a signor for the credit card accounts, the resolution also removed Linnie Griffin and Added Greg Born to the accounts. Commissioner Born motioned and Commissioner Satran-Loudin 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-

Alex and Dale are monitoring the progress and readiness for meters, if they get everything ready they will install the meters.

Olympic Ridge Homes-

Currently they are waiting for 8 more meters to go in, we are waiting on payment then Alex will install them.

CEDS Project Funding

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

Received the first requested funds from Mason County and disbursed to Tacoma Diesel for the down on the Generators.

Well 6 Project

Hoping to get this out to bid by the end of February. Finalizing with Engineer. Commissioner Pope asked how it would be advertised, and mentioned we should make sure it gets into Associated General Contractors site.

..

39 Acres

Nothing new to report here.

Overton and Associates

Nothing new to report here.

Maintenance and Operations –

Jim Freeman on vacation so Dale Webb reported on the maintenance and operations since the last meeting. Normal day to day operations. Hired Davis to replace a booster pump on Rasor Rd, Commissioner Satran-Loudin asked if we are responsible for the pumps? Webb replied there are 5 or so personal booster pumps that the District owns on Rasor. Alex is continuing with the meter replacements currently on Rasor Rd. Webb and Alex met with GC systems at the PRV vault and used our confined space gear so the PRV could be rebuilt. After it was done Webb and Alex have been up there twice adjusting the flow to the lower zone. The one ton has been picked up from Hudsons and seems to be much better. Monthly testing and billing for the Hydrant meters occurred and found the small unit had froze and busted (brought in by Joe w/DRK), repaired the unit and billed the repairs. Well 4 comms went down, and have been working on switching our SCADA to radio and eliminating the phone and data lines. As a result well 4 ran for over 24 hrs and was unable to alarm from Friday Morning to Saturday Morning when Dale caught it and shut it off and reset the points. Turned over the tank and we definitely have fresh water in the system from the upper zone now. Has been very busy and staff have been keeping up. Commissioner Pope commented that whatever we need for safety equipment we need to get the correct equipment for the job and not take any chances.

New Business:

9) **Commissioners Comments:**

Commissioners Born and Commissioner Satran-Loudin commented on the staff and thanked them for all the work and commitment to the district "Keep up the good work". Commissioner Pope stated that "We appreciate you all and your efforts"

Meeting Adjourned at 15:26 By Commissioner Born.

January 24th, 2023 Meeting Minutes Approved by:

Commissioner Pope  Date: February 14, 2023

Commissioner Satran-Loudin  Date: February 14, 2023

Commissioner Born  Date: February 14, 2023