

Belfair Water District #1
January 10, 2023
Regular Meeting
2 p.m.

Commissioners Present

Mike Pope -absent
Jill Satran-Loudin
Greg Born

Staff Present

Dale Webb
Valisa Douglas -absent
James Freeman

Guest

1) Commissioner Born called the meeting to order at 14:07 / 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 Born to Accept and Approve Accounts Payable Warrants #10232-10263. Commissioner Satran-Loudin 2nd the Motion. Commissioner Born called for the vote.

Motion Carried 2 Ayes 1 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 Born. Commissioner Born called for the vote.

Motion Carried 2 Ayes 1 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 and Commissioner Satran-Loudin verified before today's meeting. Commissioner Born read and 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 2 Ayes 1 Absent and 0 Nays

6) **Business to be Completed:**

2023 District Fee Schedule Resolution 2022-04

On the December 27th meeting the commission motioned and voted to adopt the new schedule with inflationary increases and changes. This resolution is now being done to keep the District consistent with prior resolutions and repealing and replacing of the former resolution for fees and charges 2022-02. Commissioner Satran-Loudin motioned to accept the Resolution 2022-04, Commissioner Born seconded the motion. Commissioner Born called for the vote.

Motion Carried 2 Ayes 1 Absent and 0 Nays

North Mason School District Theler Center 4"meter leak

There was a leak in the bypass plumbing at the Theler center in the vault on the districts piping that caused half the flow to register on the meter. The bills increased substantially and the School District was paying the bills as issued. When it was brought to our attention we investigated and discovered the leak on our plumbing within the vault. The leak was promptly corrected and they are now back to normal bills. As the leak was our responsibility we will be adjusting the account and issuing a credit for the overages in the amount of \$10,680.47. Documents for this adjustment once final will be brought to the board for approval..

FCS and KLJ quotes for the rate and fee study

The Updated quotes and submittals were reviewed and Manager asked for permission to proceed with the study with KLJ. Commissioner Born motioned and Commissioner Satran-Loudin seconded, Commissioner Born called for the vote.

Motion Carried 2 Ayes 1 Absent and 0 Nays

7) **Manager Update:**

Olympic Ridge, Olympic View development

Olympic View Apartments-

Jim and Alex are waiting for them to be ready to install two more meters there. They are currently looking at two more meters soon.

Olympic Ridge Homes-

Nothing new to report here currently.

CEDS Project Funding

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

Submitted the first request for fund to Mason County and awaiting disbursement for the down on the Generators.

Well 6 Project

Waiting on the Engineers to finish the review of the bid Docs. Hope to provide these next meeting for approval.

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39 Acres

Nothing new to report here.

Overton and Associates

Nothing new to report here.

Maintenance and Operations –

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

Normal day to day operations. Alex Gobble passed his cross connection test. Have replaced about 350 meters so far, hope to be most of the way through the meters this year. Sent our confined space tripod to Gravitech and spent some time with Alex going over proper use in the shop. The one ton has been sent to Hudsons for yearly service and rebuilding the front end. All our samples for January passed. Replaced the sump pump with a stronger pump and seems to be keeping up. Monthly testing and billing for the Hydrant meters and found both were damaged during the freeze, repaired both units and billed the usage and the repairs. Worked on booster pump at Razor repairing a leak in the pump house. Contracted with Pape and Sons to do the two new services on OBH and replace the trouble service line on OBH, both are done and they did a good job. Met with engineer and Zephyrs to get ideas on how to properly address the drainage issues at the shop. Have been doing test runs for meter reads to fine tune the process and equipment.

New Business:

Old Standby Generator at the Office

After discussion with Generator suppliers and in preparation for the upcoming installation and replacement of this unit, and looking for potential buyers of it, it appears that it really has no value at this point other than scrap value. We are being told that this is in the neighborhood of \$150. Since this falls below the surplus equipment guidelines minimum amounts we do not have to surplus it. Zephyrs Greg has said he would take it and remove it without tearing our building apart. Manager requests board approval to give it to him so we can move forward with preparations for installation of new generator.

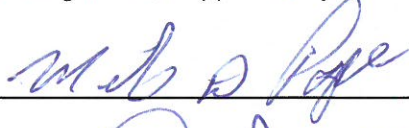
9) **Commissioners Comments:**

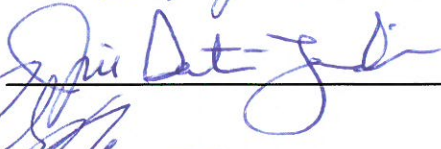
Commissioners Born and Commissioner Satran-Loudin commented on the staff and thanked them for all the work and commitment to the district "Keep up the good work".

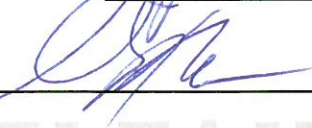
Commissioner Born asked how 2pm meeting time was working out. Manager asked if we could move it to 3pm in February to allow a bit more ease on staff to be here and ready, but that work hours was a good change for staff to be able to leave at a earlier time to go home. Discussion was that we would move to 3pm for February and see how it works for all, if adjustments are needed we will adjust accordingly.

Meeting Adjourned at 15:10 By Commissioner Born.

January 10th, 2023 Meeting Minutes Approved by:

Commissioner Pope  Date: January 24, 2023

Commissioner Satran-Loudin  Date: January 24, 2023

Commissioner Born  Date: January 24, 2023

**BELFAIR WATER
DISTRICT No.1**
ESTABLISHED 1966

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