

Belfair Water District #1
February 9, 2021
Regular Meeting
6 p.m.

Commissioners Present

Mike Pope
Jill Satran-Loudin
Greg Born

Staff Present

Dale Webb
Sherri LaHaie

Guest

- 1) Commissioner Pope called the meeting to order at 6:00 pm / Flag Salute.
- 2) Public Comments – No public comments.
- 3) Accounts Payable were read by Commissioner Pope. A Motion was made by Commissioner Pope to Accept and Approve Accounts Payable Warrants #8953 - #8974 (BIAS), 9000-9063 (Vision). Commissioner Satran-Loudin 2nd the Motion. Commissioner Pope called for the vote.

Motion Carried 3 Ayes and 0 Nays

- 4) A Motion was made by Commissioner Satran-Loudin to approve the Meeting Minutes from the December 8, 2020 meeting. The Motion was 2nd by Commissioner Born. Commissioner Pope 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 Born read and Motioned to Accept and Approve Petty Cash & Cash Drawers as shown on the agenda. Motion 2nd by Commissioner Satran-Loudin. Commissioner Pope called for the vote.

Motion Carried 3 Ayes, 0 Nays

- 6) **Business to be Completed:** No comments.

7) **Manager Update:**

Comp Plan/Stantec/Wellhead Protection Plan – Mason County and Department of Ecology have both accepted our Comp Plan. DOH is still in review and has requested an extension due to Covid as expected. Webb communicated with Fern last week and is expecting a letter any day from them. Webb will then immediately get Stantec involved to revise and adjust the plan then, barring any major changes to the plan that would change the intent of what was already adopted by the Board and will return to DOH for final approval. If the revisions are such that we do need to resolute again, the plan will be brought before the Board before returning to DOH.

Commissioner Satran Loudin asked if Stantec will be billing us more in the future, and Webb said he is expecting at least one more invoice.

Developer Standards, Developer Contract and Fee Policies – Received a legal review and is in the final stages of edits and changes, then it will be sent back to legal once more. If it's good to go, then it will be submitted to the Board for adoption and approval. Also in the process of editing the standard detail drawings to clarify the standards better. Will then submit these to the engineer for editing when Webb picks up the review for Olympic Ridge and Olympic View. Will have completed the in-house review and when we receive the engineer's review, Webb will then compile the reviews into one and send it back to the engineer for the project.

Employee Manual and District Policies – Have been gathering some information, but still in process with it. Current focus has been on DEA and software issues.

Overton and Associates – Both of the projects have submitted plans. The big job now aside from the reviews of the plans is getting the Comp Plan accepted and the connections raised so that we can issue the Adequacy Letters for these developments. Webb has been in conversation with both David and DOH and is doing everything we can to expedite this. Also there has been some kick back on the sewer expansion above the tracks politically, and Webb has been asked to draft a letter of support for the expansion in that area. It would be in the best interest as a District to be in alignment with Mason County, which needs the connections and for our own interests as a District which also badly needs this growth. Webb is looking at how to best do this without being political and will submit to the Board for their approval and signature when he has a draft that seems right.

Continental Floral – Plans have been reviewed and approved, and as long as there are no changes, they are ready for the finalization of the DEA agreement and submit that with their fees. They want to get going on this in the spring, and Webb is hoping to send them the new DEA agreement so they can get moving on that. They have the old one now but sending them a new one may kickstart the ball rolling forward.

MTA Project and Roundabout – Did a fireflow last Wednesday with them and they are hoping to start putting the main in the ground within the next 3 weeks.

Romance Hill, service and development – Rick has given Webb some cost estimates that he is looking at paying, but ultimately still needs to get a plan together. Further discussion with him is certain to continue.

Maintenance and Operations – Our cross connection devices are installed and tested, as well as the repairs to the connection for us and the food bank. We will be installing the device for the food bank and billing them for the work. This will help defray some of the costs we incurred putting in ours.

Cross connection control program is progressing. We have had the fire department install theirs as well as a few other businesses. There will likely be some kick back by businesses as we move forward, but we are proceeding slowly and being as gracious as we can when talking to people. That being said, it is not a choice but a requirement of the state that we comply with. We will continue to work with individuals as we move forward.

Vision software implementation has been bumpy as we knew it would be. We have been working through issues with the billing as well as the online payment system. Once we get it tuned up for us, it will be good, but it is currently requiring some stretching by all involved. We ended up paying the base for BIAS for 2021 because we could not find the contract which had a minimum notice attachment, which really has been a blessing because we have the data at our fingertips to still help us work through the issues. BIAS will work with us to fully save our data currently housed on their servers this year when we are ready. We are currently finishing our contract with Databar.

We replaced a hydrant on Log Yard just past Continental Floral and installed bullards to protect the new hydrant. Someone hit and snapped it off just above the foot valve. Luckily it stayed off as the foot valve shaft was also snapped.

8) **New Business** – Nothing to report.

9) **Commissioners Comments** – Commissioner Satran-Loudin thanked the staff. Commissioner Born asked if there were customers who aren't paying or behind on their bills due to Covid, and Webb said that there are a few, and our intent is to send out letters to those who are consistently late with the option to make payment arrangements with the District.

Meeting Adjourned at 7:20 pm by Commissioner Pope.

February 9, 2021 Meeting Minutes Approved by:

Commissioner Pope

Date: February 23, 2021

Commissioner Satran-Loudin

Date: December 23, 2021

Commissioner Born

Date: December 23, 2021

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