

Belfair Water District #1
June 14th, 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 5:09 pm / Pledge of Allegiance led by Pope.
- 2) Public Comments – No public comments.
- 3) Accounts Payable were read by Commissioner Born. A Motion was made by Commissioner Pope to Accept and Approve Accounts Payable Warrants #9835-9880. Commissioner Born 2nd 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 April 26, 2022 meeting. The Motion was 2nd 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 2nd by Commissioner Pope. Commissioner Born called for the vote.

Motion Carried 3 Ayes and 0 Nays

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

Kitsap Bank Account update signor form has 1 more signature to get from Commissioner Pope. Commissioner Pope signed the document before the meeting began. Document will be turned into Kitsap Bank.

Resolution 2022-01 Adopting Juneteenth as a District Holiday:

The Resolution added an additional holiday to the Districts Holiday schedule, the Resolution also covers the updating of the Employee Manual to address this addition to the Holidays outlined in the Manual. Commissioner Pope Made the motion to adopt resolution 2022-01 Juneteenth Holiday, Commissioner Born seconded and called for the vote.

Motion Carried 3 Ayes and 0 Nays

Resolution 2022-02 Applying Social Security Colas to our Connection and System development charges.

As there have been no increases to these fees since 2012 and the costs of installing and maintaining and replacing infrastructure have gone up considerably, this resolution is meant to be a bridge while the District seeks the funds and time to complete a survey to establish rates and fees in accordance with the comprehensive plan adopted in 2021. This increase is based on the social security cola percentage for 2019, 2020, 2021 respectively. James Freeman did the calculations and research and provided the numbers for this resolution. Commissioner Satran-Loudin motioned to accept Resolution 2022-02 and Commissioner Pope seconded the motion. Commissioner Born called for the vote.

Motion Carried 3 Ayes and 0 Nays

Team 4 Engineering 39 acres contract approval

The District received 4 bids for this project, Team 4 were by far the most affordable estimate. General manager is requesting a formal motion and vote to accept the quote and proceed with the survey. Commissioner Pope would like to know who owns the land. General manager thought it was owned by the district but will verify to be sure. Commissioner Pope asked about updating the small works roster, or MSRC Roster. General manager will look into this and report back. Commissioner Pope made motion to approve the contract for staking the property, Commissioner Satran -Loudin seconded the Motion, Commissioner Born called for the vote

Motion Carried 3 Ayes and 0 Nays

Olympic Ridge, Olympic View development

Developer has contacted the District and will likely be setting meters soon. 4 2" meters to start for the apartment part of the project and possibly up to 6 homes on the housing side of the project. Commissioner Pope asked if we had the inventory to handle this, questioned availability with supply chain issues, and potential shipping time frames. General manager stated that meter supplier was working with us, and had set aside meters for us on "hold" until we need them. Hopefully this will curb the supply chain and availability issues.

Commissioner Pope mentioned he had spoken with a Mason County Commissioner and discussed working with the county on future planning, Commissioner Pope will touch base with the commissioner again in the near future.

North Mason Fire Authority Project – Commissioner Pope mentioned that the North Mason Fire Authority mentioned the District in a comment, as the District is once again participating in the annual Safety days at the local elementary schools. The General Manager is still working on closing out the project and bringing it to resolution.

CEDS project funding

General Manager has met with the hydrogeologist and the engineer and are working to finalize a place to drill. Likely to include property owner in that discussion and meeting and will hopefully begin earnest conversations to finalize the property issues for the reservoir, well 4 and of course the new well.

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 above Note on the contract for staking.

Maintenance and Operations –

State Auditor

A date for the exit is being finalized then the audit will be over. No findings as of now and there is likely to be a management letter on the procurement issue at the roundabout, and also a customer adjustment on Highway 106.

Annual report

Still trying to get the annual report in by months end, this is proving difficult. Much of the data is wrong or at least in the wrong places, much of the set up in vision is being adjusted.

There is a lot of stuff going on, and everyone has really been stepping up and handling business.

New Business :

Commissioner Pope called for an Executive Session with the Board only @ 6:20pm

General Manager Webb requested to join the session @ 6:37pm.
Executive session ended @ 6:51 pm

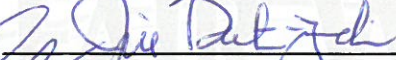
9) **Commissioners Comments:**

The board thanked the staff for doing a good job.

Meeting Adjourned at 7:00 pm.

June 14th , 2022 Meeting Minutes Approved by:

Commissioner Pope  Date: June 28, 2022

Commissioner Satran-Loudin  Date: June 28, 2022

Commissioner Born  Date: June 28, 2022

DISTRICT No.1
ESTABLISHED 1966

360·275·3008