

Belfair Water District #1
March 10, 2020
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 6:10 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 #8541 - #8572. 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 February 25, 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:**

When to do the formal dedication for the Board Room – Dedication to be on the 2nd meeting in April. The plaque is being fixed with the correct dates. Webb proposed to have the dedication on April 21st. All the commissioners were in agreement.

Large meter revenue and water loss discussion – Numbers are consistent with last month. We only have one meter to change, then we are done with Sensus. We are scheduled to change that meter tomorrow morning (by Randy's Quick Stop) Continuing to monitor and looking through accounts for any errors. Continuing to tighten our processes.

Resolution 2020-01 – Contracting with ACI to install casing and waterline at the Log Yard Roundabout. Formal resolution to complete process already approve by Motion and Vote – MTA could not run through their books as a change order due to grant funding and them not being a special purpose district like Belfair Water District. RCW Title 57 gives us leeway and power to operate differently than the Transit Authority. This ties up loose ends for the project and allows us to fund the project without stepping outside our authority.

7) **Manager Update:**

Developer Standards, Developer Contract and Fee Policies – No change.

Employee Manual and District Policies update in process – No change.

Overton and Associates, Developer extension contract – In conversation with Kim Savage and in discussion about other future development also. 160-170 new homes for Iron Horse development has been submitted to the county. There are also plans for new apartment complexes on Westbay.

Comp Plan/Stantec/Wellhead Protection Plan – They are crunching the numbers and doing projections, hope to hear sometime later this week.

Continental Floral – Designing the proposed extension and system at this time.

MTA Project and Roundabout – Phase 1 is moving ahead. The contractor is approximately 4-5 weeks from being completed with Phase 1. They have completed the work for BWD and tested as of this morning. We will be pulling BacT's probably tomorrow. Phase 2 is in the planning phase and should be going out for bid sooner rather than later.

Maintenance and Operations – Utilizing the lower shop for mechanical purposes. Services on the Jeep, Colorado and Silverado has been done, as well as a transmission service on the Silverado. We have been doing as much in house as possible where it is feasible.

Sold the remainder of the $\frac{3}{4}$ x $\frac{5}{8}$ meters to Coupeville along with the radios, about \$1700 thus far. Looking for buyers for the straight $\frac{3}{4}$ meters and looking for homes for the remainder of the big omni meters. We will be seeking to unload the remainder of our Sensus meters and equipment in the next month or so. Our next billing cycle after March billing will have no Sensus meters at all. Webb plans to rotate the stock 10 years through planning and scheduling.

Maintenance and Operations of the day to day continue, repairing leaks in the chlorine system and Well 4, as well as flushing when needed. Residuals have been holding much steadier and we will be adjusting the PRV in the next couple months to take up the slack as the weather warms, keeping our system blended.

- 8) **New Business** – Account #302 Edward Cokelet, adjustment for multiple leak repairs to service line. \$1928.64 total 1/3, Webb recommends full adjustment amount and we will work with him to pay the remainder \$3857.28 as well as monthly accruals. It has been ongoing for about 2 months, involving several repairs to the long line service line. The customer plans to replace the line in the summer.

Motion was made by Commissioner Pope for the District to absorb the 3 month average. Commissioner Born 2nd the Motion.

Motion Carried 3 Ayes and 0 Nays

- 9) **Commissioners Comments:** Commissioner Satran-Loudin thanked everyone.

Meeting Adjourned at 6:53 pm by Commissioner Pope.

March 10, 2020 Meeting Minutes Approved by:

Commissioner Pope

Date: June 23, 2020

Commissioner Satran-Loudin

Date: June 23, 2020

Commissioner Born

Date: June 23, 2020

BELFAIR WATER DISTRICT No.1

ESTABLISHED 1966

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