

Belfair Water District #1
August 25, 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 6:07 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 #8778 - #8794. Commissioner Born 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 August 11, 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 Pope read and Motioned to Accept and Approve Petty Cash & Cash Drawers as shown on the agenda. Motion 2nd by Commissioner Born. Commissioner Pope called for the vote.

Motion Carried 3 Ayes, 0 Nays

- 6) **Business to be Completed:** Discussion by Webb on Vision Software and Invoice Cloud. $\$15,400 + 7,399.76 = \$22,799.76$ Bias currently charges. \$17,000/yr approx. for 6 yrs, then \$7,400.00 approximately annually with Vision.
\$450.00-550.00 a month for Xpress Bill Pay + \$25,000 minimum balance in their holding.
\$700.00-80,000 a month for Invoice Cloud with all the features. We should see a savings in billing and Databar charges as we go forward, and will help cover the slight increase. \$0.00 minimum balance, and all funds deposited to the District account. There will be a 20-30% decrease in mailing due to a paperless system.

Webb requests the Board to finalize the decision. Commissioner Pope made a Motion to proceed with Vision and Invoice Cloud for implementation to begin in the October/November timeframe. Commissioner Satran-Loudin 2nd the Motion. Commissioner Pope called for the vote.

Motion Carried 3 Ayes and 0 Nays

7) **Manager Update:**

Comp Plan/Stantec/Wellhead Protection Plan – The updated note as of Monday the 24th – Chapter 2 and 3 are the big ones to review and finish.

Developer Standards, Developer Contract and Fee Policies – Sending in for legal review, then last edits depending on findings, if any.

Employee Manual and District Policies update in process – On hold.

Overton and Associates, Developer extension contract – Keeping them updated on progress.

Continental Floral – Webb received final plans today in the mail and will review and stamp them approved. They are currently working on the Developers Extension Agreement.

MTA Project and Roundabout – Waiting for them to notify when they will be starting again.

Romance Hill, service and development – No change.

Maintenance and Operations – The new SCADA unit is working well. We will need to get with Calvert again, now that we have worked with it for a bit and do some fine tuning to the unit to fit our needs better.

The building is now complete with new siding and replaced rot. Removed the light pole and added LED light to exterior and interior of building. Repaired roof and replaced the well hatch. Trimmed and painted and roofed.

Moved the hydrant and service at Belfair Landing (near brewery). The state will reimburse us, and Zephyrs did the work as the low bid. Jim and Dale will remove the hydrant extension later this week or next.

Water quality issues have been addressed with flushing the entire top zone from the tank to the PRV and all legs out from there. Also have flushed extensively at Cedar and Elinor Street. We are looking into an automatic flushing system to install at that location and maybe set up to run 30 minutes a day at night to help keep up the residuals up there. The cost is approximately \$2500.00 - \$3000.00 for blow off. Monitoring the residuals closely.

Reinstalling the window in the shop on Thursday and retrimming and sealing.

Alex has returned to school and we are looking forward to him coming on a holiday break and helping out.

8) **New Business** – No new business.

9) **Commissioners Comments** – Commissioner Pope commented that as soon as the Comp Plan is handed over that we need to get bids for a new engineering firm. Commissioner Satran-Loudin said to keep up the good work. Commissioner Pope asked that if we need help, to please reach out.

Meeting Adjourned at 7:00 pm by Commissioner Pope.

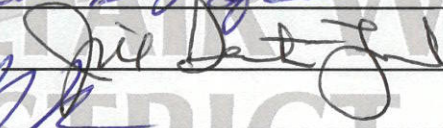
August 25, 2020 Meeting Minutes Approved by:

Commissioner Pope



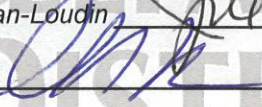
Date: September 8, 2020

Commissioner Satran-Loudin



Date: September 8, 2020

Commissioner Born



Date: September 8, 2020

BEAR WATER
DISTRICT No. 1
ESTABLISHED 1966

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