

Belfair Water District #1
June 23, 2020
Regular Meeting
6 p.m.

Commissioners Present

Mike Pope (Absent)
Jill Satran-Loudin
Greg Born

Staff Present

Dale Webb
Sherri LaHaie

Guest

- 1) Commissioner Pope called the meeting to order at 6:05 pm / Flag Salute.
- 2) Public Comments – No public comments.
- 3) Accounts Payable were read by Commissioner Satran-Loudin. A Motion was made by Commissioner Satran-Loudin to Accept and Approve Accounts Payable Warrants #8573 - #8700. Commissioner Born 2nd the Motion. Commissioner Satran-Loudin called for the vote.
Motion Carried 2 Ayes and 0 Nays, 1 Absent

- 4) A Motion was made by Commissioner Born to approve the Meeting Minutes from the March 10, 2020 meeting. The Motion was 2nd by Commissioner Satran-Loudin. Commissioner Born called for the vote.
Motion Carried 2 Ayes and 0 Nays, 1 Absent

- 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 Born called for the vote.
Motion Carried 2 Ayes, 0 Nays, 1 Absent

6) **Business to be Completed:**

Webb read the statement of the March 2020 Washington State Governors Proclamation 20-25, 20-28 Stay Home Stay Healthy and Suspension of OPMA meetings and restricting business to necessary and routine or emergency situations. The District was unable to meet the required electronic and virtual guidelines established by the Governor's order to continue to hold meetings, so no meetings were held after the March 10th meeting. Today's June 23rd meeting will be the first official meeting since the issuance of the Governor's Proclamation.

A motion was made by Commissioner Satran-Loudin to approve the statement regarding Governor's Proclamation. Commissioner Born 2nd the Motion. Commissioner Satran-Loudin called for the vote.

Motion Carried 2 Ayes and 0 Nays, 1 Absent

Formal Motion and vote – Due to the Governor's Proclamations issued, the Board was unable to meet and discuss any new business, including the General Manager's contract expiring officially on April 30, 2020. The Board would like to ratify and acknowledge the phone conversation with all three Commissioners during shelter order to extend the current General Manager's contract temporarily (due to Covid-10 proclamations) originally until the end of May, but due to phased re-opening, delaying meetings now until the end of June while actual contract is discussed and agreement is reached.

Policies will be written for review as we move forward to cover Proclamations like we went through, to protect the District and put procedures in place should this occur again.

WASWD Retrospective Pool Agreement – District needs to sign the agreement and then staff will return it to the WASWD office for filing. Commissioner Satran-Loudin will sign in lieu of Commissioner Pope – only two signatures are required. Commissioner Satran-Loudin will sign as Chair and Commissioner Born on 2nd line.

When to do the formal dedication for the Board Room – Dedication was to be on the second meeting in April. The plaque has been corrected and it was agreed with the Board to hold the formal dedication on the July 28th meeting. Linnie's family will be invited to attend.

Large meter revenue and water loss discussion:

Completely done with SENSUS meters. We are continuing to monitor the Well production numbers. We are currently compiling the data for the last 2 months. The WUE report is now complete for 2019 and last year's losses were 11.3%. Commissioner Satran-Loudin asked how often should a leak detection be held, to which Webb replied the best practice is annually. He noted that we are losing roughly 230 gallons a day.

Resolution 2020-01 Contracting with ACI to install casing and waterline at the Log Yard Roundabout: ACI completed the work, tested out and online. We processed the invoice for the full amount and paid them (amount is included in the warrant numbers above).

7) Manager Update:

Developer Standards, Developer Contract and Fee Policies – Getting back to this now, as we get back into the swing of things in the office; plan to have our final draft for approval at the next meeting or two.

Employee Manual and District Policies update in process – Working on on-call policies and pay and should have something to review and move on next month.

Overton and Associates, Developer extension contract – Final documents to be signed and will establish the buyback agreement. In conversation with Kim Savage and in discussion about other future development, like Iron Horse Crossing, which is being presented to Mason County as a preliminary plat. Commissioner Satran-Loudin signed the Agreement, and Sherri LaHaie notarized.

Comp Plan/Stantec/Wellhead Protection Plan – Sending data as requested and proofing numbers. Webb has been in conversation and moving this along faster, due to development that is fast approaching and the need for completion of the plan and approval by the State DOH and increased capacity for connections. We are working to have a draft at the State DOH by the second week of August. This will be a huge focus for the District staff to turn around data and developer standards and District changes to policies will need to be presented to the Board for adoption in July meetings. Projection for growth will double within the next two years, and currently we don't have capacity for growth. Commissioner Satran-Loudin asked how long Stantec has been working on the Comp Plan, to which Webb replied 3+ years. Stantec has 4 out of 8 chapters completed, about half-way there.

Continental Floral – Design has been reviewed and sent back to engineer and are awaiting amended plans.

MTA Project and Roundabout – Phase 1 is basically done, with some minor adjustments to be made to a few valve cans and blowoffs. Phase 2 is in the planning phase and should be going out for bid sooner rather than later.

Romance Hill, service and development – Meeting with contractor to install water service for 80 homes on Rick Krueger's property on Romance Hill and talking with Mr. Krueger about future development on his property at the top of the hill. Met with Mason County about their plans for the connection road for the bypass, as well as road crossing and our future development for the hill. They affirm that much development is coming to our area.

Maintenance and Operations – The Consumer Confidence Report is completed and at the printer; will go out with the July 1 bills. We will distribute copies to the apartments and other residents that do not receive individual bills.

Sold the remainder of the SENSUS meters and equipment to Water District 19 on Vashon Island.

Working on getting backflow information up to date. We have already been updating customer lists for function and proper sorting. Much more work to be done here.

Installed split screen, marking for social distancing and putting up the required postings. Should be formally open to the public later this week or first of next week. This also doubles as increased security measures requested by the USDA safety and compliance audit.

Sherri LaHaie told the Board the Annual Report for 2019 has been submitted to the State.

Maintenance and operations of the day to day continue, repairing leaks in the chlorine system at Well 4, as well as flushing as needed. Residuals have been holding much steadier and we will be adjusting the PRV again as necessary in the next couple months to take up the slack as the weather warms, keeping our system blended. We have hired Jack Etzel, a retiree for a couple days a week to help with some of the carpentry projects and maintenance. He is a carpenter by trade and his first week was this week and it's going well.

- 8) **New Business** – Manager's annual contract executive session, manager requests 10 minutes. Commissioner Satran-Loudin granted 10 minutes.

Time out: 7:02

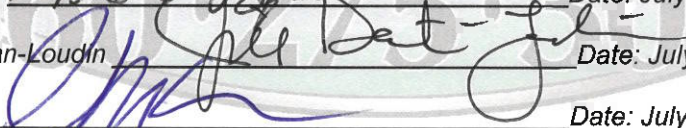
Time in: 7:22

- 9) **Commissioners Comments:** Commissioner Satran-Loudin and Born told the staff to keep up the good work.

Meeting Adjourned at 7:25 pm by Commissioner Satran-Loudin.

June 23, 2020 Meeting Minutes Approved by:

Commissioner Pope  Date: July 14, 2020

Commissioner Satran-Loudin  Date: July 14, 2020

Commissioner Born  Date: July 14, 2020