

Belfair Water District #1
January 28, 2020
Regular Meeting
6 p.m.

Commissioners Present

Mike Pope
Jill Satran-Loudin

Staff Present

Dale Webb
Sherri LaHaie

Guest

Greg Born

- 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 #8495 - #8505. Commissioner Satran-Loudin 2nd the Motion. Commissioner Pope called for the vote.

Motion Carried 2 Ayes and 0 Nays

- 4) A Motion was made by Commissioner Pope to approve the Meeting Minutes from the January 14, 2020 meeting. The Motion was 2nd by Commissioner Satran-Loudin. Commissioner Pope called for the vote.

Motion Carried 2 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 Satran-Loudin. Commissioner Pope called for the vote.

Motion Carried 2 Ayes, 0 Nays

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

Large meter revenue and water loss discussion:

Tracking well production on spreadsheet on ipad, and at the end of the month we will review production and distribution and check for variance. Webb mentioned that with Well 1 being on, it runs water through a seal into a pit in excess of 70,000 gallons every year.

2020 Budget Adoption – As soon as the budget is adopted, it will be entered into BIAS.

Commissioner Pope made a Motion to Accept the 2020 budget. Commissioner Satran-Loudin 2nd the vote. Commissioner Pope called for the vote.

Motion Carried 2 Ayes, 0 Nays

7) **Manager Update:**

Developer Standards, Developer Contract and Fee Policies – Currently doing revisions from the last review, updating the detail drawings and should have the detail drawings very soon for the draft of the manual and details this month. Draft of the contract to follow.

Employee Manual and District Policies update in process – Have begun work updating and revising, hoping to have a draft very soon.

Overton and Associates, Developer extension contract – No change.

Comp Plan/Stantec/Wellhead Protection Plan – Webb is meeting with the State on Friday the 31st. Stantec will be skyping in from Bellevue, which saves the District money for their travel to Tumwater. After that meeting, hoping to have a buy off from the stat on our data and be able to proceed to a draft plan for their approval.

Continental Floral – No change.

MTA Project and Roundabout – Reviewing plans for the casing and crossing currently and will be hopefully getting an amount from the contractor next week. WSDOT signed off on a shorter casing from edge of sidewalk, saving us 50 feet at least of casing.

Maintenance and Operations – Jim was gone last week on vacation, but work in the lower shop is nearing completion.

There are six Sensus meters left to replace; February should be the last month for any Sensus meters. Maintenance continues on the broken meter boxes and blow offs and other maintenance as needed.

Replacement and repairs where needed is ongoing.

Webb mentioned Whidbey Island is interested in buying our radios. Commissioner Satran-Loudin asked if there are any big meters to be replaced? Webb said there are 3 left.

Webb said that he and Jim discovered a blow off at Romance Hill and he is pursuing into getting a key to the locked gate.

8) **New Business** - Commissioner Pope requests an Executive Session for five minutes.

Time out: 6:23

Time in: 6:28

Commissioner Pope made a Motion for Greg Born to step in as Commissioner, in which Greg accepted the offer. Commissioner Satran-Loudin 2nd the Motion. Commissioner Pope called for the vote.

Motion Carried 2 Ayes, 0 Nays

Commissioner Satran-Loudin stated she was happy to have Greg on the Board and thanked everyone.

Meeting Adjourned at 6:39 pm by Commissioner Pope.

January 28, 2020 Meeting Minutes Approved by:

Commissioner Pope [Signature] Date: February 11, 2020

Commissioner Satran-Loudin [Signature] Date: February 11, 2020