

Belfair Water District #1
January 14, 2020
Regular Meeting
6 p.m.

Commissioners Present

Mike Pope
Jill Satran-Loudin

Staff Present

Dale Webb
Sherri LaHale

Guest

Ken Van Buskirk
Greg Born

- 1) Commissioner Pope called the meeting to order at 6:00 pm / Flag Salute.
- 2) Public Comments – Ken Van Buskirk mentioned his water leak issues in front of his property last month and was happy with how the District handled it. He also expressed his interest for the vacancy of the Commissioner replacement and wished to finish out the late Commissioner Griffin's term. Commissioner Pope told him there is five years left on the term.
- 3) Accounts Payable were read by Commissioner Pope. A Motion was made by Commissioner Pope to Accept and Approve Accounts Payable Warrants #8451 - #8493. 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 Satran-Loudin to approve the Meeting Minutes from the December 10, 2019 meeting. The Motion was 2nd by Commissioner Pope. 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:

The large meters are being changed out at a good pace. There is currently under 20 Sensus meters left to be replaced. The Sensus meters will all be replaced within the next couple of months if all goes as planned, possible sooner, and then will be looking to surplus the meters and the other accessories which should bring in some decent revenue.

Commissioner Satran-Loudin asked the District was replacing all meters, which Webb replied only the Sensus. The last two months the water produced versus billed has been showing great improvement, which proves how the leaks we have been fixing as well as the meter reads being correct are helping with the loss, but also has been very eye opening to how much has been lost over time due to all the factors we have been addressing. We are proceeding with our investigations and will be monitoring monthly production and billing to be on top of any unaccounted loss.

Commissioner Pope mention that our telemetry needs to be updated, and Webb replied by saying that we are currently waiting for the Comp Plan in order to proceed. He has created a spreadsheet and is monitoring it on a monthly basis.

7) **Manager Update:**

Developer Standards, Developer Contract and Fee Policies – The draft is being revised and gone through hopefully for the last time now. Webb should have a draft to put in front of the Board very soon.

Overton and Associates, Developer extension contract – Awaiting a meeting with David and Engineer. Iron Horse Crossing is on the engineering as well as an apartment complex, which may be in addition to the others we already know about.

Comp Plan/Stantec/Wellhead Protection Plan – Will be meeting with Stantec and the State to go over the proposed draft this month (week of the 20th). If they buy off on it, we should be having a reviewable draft soon.

Continental Floral – No change.

MTA Project and roundabout – Webb signed an agreement with SCJ to engineer the casing and crossing at the roundabout. They will present it to the State and get the okay from them, then we will seek numbers from the contractor doing the work for them. Mason County is also going to be working with the contractor to install their sewer. We will work with MTA to mitigate the cost. Webb did a budget for the work in the 2020 budget. Also waiting to hear from the State.

Maintenance and Operations – Meter changeouts continuing, under 20 Sensus left. Sent out our first cross-connection letters last week. A great job by James and Ruby on getting the program, and they are pushing it forward as quick as possible. Working in the lower shop, sorting out through what's there and cleaning up and have been organizing as they go. Alex is back for winter break until later this month and has been a great help to all.

Executive Session requested by Webb to discuss personnel – requested 10 minutes.

Time out: 6:30

Time in: 6:38

A Motion was made by Commissioner Satran-Loudin to Approve a 3% COLA for staff at Belfair Water District #1. Commissioner Pope 2nd the Motion. Commissioner Pope called for the vote.

Motion Carried 2 Ayes, 0 Nays

- 8) **New Business** - Commissioner Pope swore in Commissioner Satran-Loudin for a new six-year term. Webb went over the budget with the Board and provided copies for their review. Will be up for discussion and adopted at the next meeting.
- 9) Commissioner Satran-Loudin thanked staff and will make a decision for new board member.

Meeting Adjourned at 6:45 pm by Commissioner Pope.

January 14, 2019 Meeting Minutes Approved by:

Commissioner Pope Mike A. Pope Date: January 28, 2020

Commissioner Satran-Loudin Jim Satran-Loudin Date: January 28, 2020