

Belfair Water District #1  
September 22, 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 6:00 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 #8810 - #8833. Commissioner Satran-Loudin 2<sup>nd</sup> 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 September 8, 2020 meeting. The Motion was 2<sup>nd</sup> 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 2<sup>nd</sup> by Commissioner Satran-Loudin. Commissioner Pope called for the vote.

Motion Carried 3 Ayes, 0 Nays

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

**Vision financial software and Invoice Cloud payment processing** – Moving ahead with the kickoffs for both services. In the beginning stages with getting set up and will really get moving once we have our workstations. The first installment has been paid to Vision.

- 7) **Manager Update:**

**Comp Plan/Stantec/Wellhead Protection Plan** – See attached update from the weekly meeting this week. We are on track to submit to the state middle of October. Draft will be presented at the next meeting, then ready to submit mid-October.

**Developer Standards, Developer Contract and Fee Policies** – Still working on the contract for extensions. The attorney is still reviewing. Commissioner Pope asked if there was a fee to submit if we selected another engineering firm. Webb replied that yes, there would be a fee, but it is worth looking at.

**Employee Manual and District Policies** – No new updates. More to come after the Comp Plan.

**Overton and Associates** – Staying in contact. Working with Overton to help out with grant money.

**Continental Floral** – Waiting on the developer's extension agreement.

**MTA Project and Roundabout** – Nothing new currently.

**Romance Hill, service and development** – Hopefully installing with Zephyr's next week with 12" casings under the railroad tracks.

**Rick K and Pat M** – Waiting on Apex to get back with Webb, and then will go through the Board once he gets word back, then Webb will contact Rick and Pat.

**Maintenance and Operations** – We have been working on samples and flushing, as well as meter maintenance. Also doing leak repairs. Did a repair across from Judy Lane today. Removed and installed a 4" pipe where the leaking valve was.

- 8) **New Business** – Commissioner Satran-Loudin asked about the energy assessment, to which Webb replied that Lynn from ERWOW will do an assessment for free. Webb noted that Well 4 could be upgraded to be more efficient in the future.
- 9) **Commissioners Comments** – Commissioner Satran-Loudin asked if Commissioner Born was all good to go with signing checks. LaHaie responded that he is for Kitsap Bank, but we're waiting for the County to give us the okay for county warrants, which should be any day from now.

Meeting Adjourned at 6:37 pm by Commissioner Pope.

September 22, 2020 Meeting Minutes Approved by:

Commissioner Pope  Date: October 13, 2020

Commissioner Satran-Loudin  Date: October 13, 2020

Commissioner Born  Date: October 13, 2020