

Belfair Water District #1
July 14, 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) Commissioner Pope called for an Executive Session for 5 minutes.

Time out: 6:01

Time in: 6:23

- 3) Public Comments – No public comments.
- 4) Accounts Payable were read by Commissioner Pope. A Motion was made by Commissioner Satran-Loudin to Accept and Approve Accounts Payable Warrants #8701 - #8736. Commissioner Born 2nd the Motion. Commissioner Pope called for the vote.

Motion Carried 3 Ayes and 0 Nays

- 5) A Motion was made by Commissioner Pope to approve the Meeting Minutes from the June 23, 2020 meeting. The Motion was 2nd by Commissioner Born. Commissioner Pope called for the vote.

Motion Carried 3 Ayes and 0 Nays

- 6) 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 Pope called for the vote.

Motion Carried 3 Ayes, 0 Nays

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

Executive Session, Manager's annual contract (see above)

- 8) **Manager Update:**

Developer Standards, Developer Contract and Fee Policies – Copies of the draft and checklist are provided to the Board for review. Webb will be submitting to the engineers and Comp Plan for final review, and any changes necessary can be made and gone over at the next meeting with intent to adopt these standards at the next meeting.

Employee Manual and District Policies update in process – Currently in process, the Employee Manual and On-Call procedures will be at the next meeting for review. Webb mentioned that we are in the process of designing a new website with a cost of \$2900 to purchase the domain. The Developer Contract will be on there.

Overton and Associates, Developer extension contract – Webb working with them to help with their platting process.

Comp Plan/Stantec/Wellhead Protection Plan – Chris Schmidt has left Stantec. Webb is pushing for a draft to the State by the 2nd week of August. Webb has been speaking with Pam, who is now with Pace Engineering, and had a lengthy conversation with Mike Van Doorn, who is the Senior Principal in charge of Operations. He is apparently now in charge of our plan. Webb asked if he and his team were going to be able to allocate the resources needed to make our timeline. He asked to have a meeting with his team and then call Webb back to have a conference with the team with Webb and expect a call tomorrow. There is a very real chance that we will have to ask for our data, all that is complete and take it elsewhere. Webb hopes that this doesn't happen but is preparing for exactly that. Webb will do everything he can to make this happen with them, but the bottom line is that we need to get it done and move forward. If it requires any movement of the plan to another engineering firm, Webb will gather prices and bring it to the Board for approval. Commissioner Pope stated that if we don't get a favorable outcome, we need to look for a new engineering firm and possibly seek legal advice.

Continental Floral – Webb received plans on Friday evening for the modifications we asked for and will review them this week and either approve of the design or send back for further modifications.

MTA Project and Roundabout – MTA called back their previous bid package and will be submitting a larger package containing 2-3 other park and ride sites. Webb has been in conversation with the engineer and none of this is supposed to involve our plans, but other factors may. Webb will keep the Board apprised as we move forward.

Romance Hill, service and development – We are waiting on the people involved with all this to make suggestions or make a commitment. Kroger will be in contact once his engineer has something to submit, and the new homeowner has to give us the go ahead to submit for the ROW permit.

Maintenance and Operations – Has been extremely busy the last couple of weeks. Comp Plan data and as well as edits to the draft chapters and collection of financial data for those chapters. Working with CIP and Policy as well as further answering hydraulic data questions.

Leak at Well 1 (chlorination quill blew apart), repaired and dried out. Getting SCADA repaired currently.

Pressure washing of the the District building. There is rot in Well 2 roof and building repairs ongoing.

Service line repairs at Razor and 106.

Backflow site survey and getting ready to do the lead and copper testing.

Commissioner Satran-Loudin asked about getting more light in the back of the building, to which Webb replied that that is in the plans.

9) **New Business** – No discussion

Commissioners Comments – Commissioner Pope made a comment that we're just hanging in there by a thread with the Comp Plan, and wants to give David Overton what he wants, and the Comp Plan should be our number one goal. Commissioner Satran-Loudin thinks we should stay away from Pace Engineering. She also had a question regarding hiring another summer helper, and Webb said there could possibly be another position for the summer, and will re-evaluate.

Meeting Adjourned at 7:10 pm by Commissioner Satran-Loudin.

July 14, 2020 Meeting Minutes Approved by:

Commissioner Pope  Date: July 28, 2020

Commissioner Satran-Loudin  Date: July 28, 2020

Commissioner Born  Date: July 28, 2020

BELFAIR WATER
DISTRICT No.1

ESTABLISHED 1966

360·275·3008