

Belfair Water District #1  
February 25, 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 #8532 - #8540. Commissioner Satran-Loudin 2<sup>nd</sup> the Motion. Commissioner Pope called for the vote.
- ESTABLISHED 1966  
Motion Carried 3 Ayes and 0 Nays
- 4) A Motion was made by Commissioner Satran-Loudin to approve the Meeting Minutes from the February 11, 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:**

**When to do the formal dedication for the Board room** – After seeing the plaque, Commissioner Satran-Loudin pointed out that there is a correction on it that needs to be made. Webb will be taking it back for correction. It was agreed that the dedication will be in the April 2020 timeframe and will be on the next agenda.

**Large meter revenue and water loss discussion:**

Continuing with replacements, only have three meters left and hoping to have 1 or possibly 2 of those done this week. Waiting for month end to run reports and check production and distribution numbers. Webb has flagged 70 accounts that need to be looked at to see if they are residential. Ruby is tasked with this project.

**Registering 4 this week for the Spring WASWD Conference** – Commissioner Pope has requested not to be registered. Dates are April 14-17, 2020.

7) **Manager Update:**

**Kitsap Bank** - Webb gave the Board a heads-up that they may need to come in to sign documents at Kitsap Bank.

**Developer Standards, Developer Contract and Fee Policies** – No changes at this time; waiting for final letter from Engineer.

**Employee Manual and District Policies update in process** – No change.

**Overton and Associates, Developer extension contract** – No change.

**Comp Plan/Stantec/Wellhead Protection Plan** – Data on ERU averages have been sent and they have received it. It took longer than expected to compile, but was comprehensive across the District. We will be in conversation with Stantec this week.

**Continental Floral** – Answering questions and working with Engineers.

**MTA Project and Roundabout** – Casing has been installed for BWD part and now waiting on parts and paperwork with MTA to establish an agreement for reimbursement. The contractor installed the first 130' of 8" ductile on site. There is still an additional 30' of 12" ductile to install as part of Phase 1 of this project. Phase 2 will include a substantial amount of 12" and 8" piping on site, and several hydrants and backflow and meter connections, as well as a fire line to the building. Working with MTA engineers to get this all lined up.

**Maintenance and Operations** – Replacing meters and raised the meter at Canal Automotive. It was buried 3" deep in compacted rock and is now raised and asphalt has been repaired. The box is set to grade.

Vehicle maintenance and repairs as well as shop organization has been happening. It's very nice to be able to utilize the lower shop for the vehicle work and larger projects.

Restocking some items on the shelves preparing for the summer. Also cleaning up the Sensus equipment and organizing to prepare to surplus and recoup some funds. Coupeville has expressed interest in our radios and could possibly bring us \$3000.

8) **New Business** – No comments.

9) **Commissioners Comments:** Commissioner Pope thanked everyone.

Meeting Adjourned at 6:40 pm by Commissioner Pope.

February 25, 2020 Meeting Minutes Approved by:

Commissioner Pope  Date: March 10, 2020

Commissioner Satran-Loudin  Date: March 10, 2020

Commissioner Born  Date: March 10, 2020