

Belfair Water District #1  
February 11, 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. Commissioner Pope took this time to swear in Greg Born as new Commissioner of Belfair Water District #1. Commissioner Pope, along with Commissioner Jill Satran-Loudin signed the documentation required by the County.
- 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 #8506 - #8531. 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 Pope to approve the Meeting Minutes from the January 28, 2020 meeting. The Motion was 2<sup>nd</sup> by Commissioner Satran-Loudin. 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 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:**

**Swearing in of Greg Born Commissioner Position 3** – This was done after flag salute.

**Motion to remove Linnie Griffin from Kitsap Bank Checking Account** – Commissioner Pope made a Motion to remove Linnie Griffin from the checking account. Commissioner Satran-Loudin 2<sup>nd</sup> the Motion. Commissioner Pope called for the vote.

Motion Carried 3 Ayes, 0 Nays

**Motion to add Greg Born to Kitsap Bank Checking Account** – Commissioner Satran-Loudin made a Motion to add Greg Born to the checking account. Commissioner Pope 2<sup>nd</sup> the Motion. Commissioner Pope called for the vote.

Motion Carried 3 Ayes, 0 Nays

**Large meter revenue and water loss discussion:** Webb said the District is well under 200,000 gallons of water that is unaccounted for.

Hotels are now booked for the Spring WASWD Conference for Commissioners and Webb. All were in agreement that they planned on attending April 14-17.

7) **Manager Update:**

**Developer Standards, Developer Contract and Fee Policies** – Awaiting corrected drawings and comments.

**Employee Manual and District Policies update in process** – Still in process.

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

**Comp Plan/Stantec/Wellhead Protection Plan** – Webb met with State DOH in Tumwater, Stantec phoned in. An agreement was made with the State on a path, and have been getting numbers from our residential customers, which is requiring some data clean up in the process of getting averages. The District is currently a substantiated connection type (definite number of connections), but will be changing to a ERU based unsubstantiated system (number of ERUs available and based on our data will allocate from the pool). The customer threshold we currently serve and the future growth potential brought all to agreement that this would be the preferred option. It allows better tracking and flexibility from the District's standpoint.

**Continental Floral** – Looking over and answering questions again for the potential line extension.

**MTA Project and Roundabout** – Webb received the bid from the contractor and also talked with MTA about potential agreement for the project. The contractor will do the work and MTA would then bill us. Webb is currently looking over the fees and charges and will be talking further with MTA; estimating between \$150,000 and \$189,000.

**Maintenance and Operations** – There are 7 high consumptions, 1 leak call (no leak present). Lower shop cleanup and organization is 80% done; tools and toolbox for lower shop is in place. Cleaned up damage from Friday's windstorm. We lost our wooden flagpole and will be seeking to replace it soon. Cross Connection work continues, water samples are done for February. There are 6 Sensus meters left to replace. There was a chlorine leak at Well 4. PRV blew up and part has been ordered. Used the other PRV on the demand side to replace, and Well is functioning. Webb will be working with the contractor (Zephyrs) to set ecology blocks and keep 4 wheelers from tearing up our well site and the road at Well 4.

8) **New Business** – Manager seeks Board Motion and Approval to continue with MTA to approve the bid for the casing and crossing. Bid dated 2/4/2020. Total is \$185,000.

Motion was Made by Commissioner Satran-Loudin to Approve ACI construction for the 12" water main with casing. Commissioner Pope 2<sup>nd</sup> the Motion.

Motion Carried 3 Ayes, 0 Nays


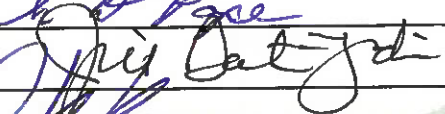

- 9) **Commissioner Comments:** Commissioner Satran-Loudin asked the District could receive a grant, and do we have enough funds to cover the MTA bid. Webb replied that we cannot qualify for any grants until the Comp Plan is completed. And yes, we are able to cover the cost via 2 of our construction funds. Commissioner Born asked about the \$150,000 cost versus \$185,000 which was previously discussed. Webb said that the fees could be used or we would pay billing outright and MTA would pay connection fees; MTA would pay first, then we would pay them. Commissioner Satran-Loudin asked about the 20' casing and how many feet do we really need? Webb estimates it would be roughly 200 feet. Webb said he would let SCJ know we are able to proceed.

Commissioner Satran-Loudin asked about the Comp Plan, and Webb said they were given a new set of data and will go from there.

Commissioner Pope welcomed Greg to the Board and thanked everyone.

Meeting Adjourned at 7:05 pm by Commissioner Pope.

February 11, 2020 Meeting Minutes Approved by:

Commissioner Pope  Date: February 25, 2020  
Commissioner Satran-Loudin  Date: February 25, 2020  
Commissioner Greg Born  Date: February 25, 2020

360-275-3008