

Belfair Water District #1
September 8, 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 6:04 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 #8795 - #8809. Commissioner Satran-Loudin 2nd 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 August 25, 2020 meeting. The Motion was 2nd 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 Born verified before today's meeting. Commissioner Satran-Loudin read and Motioned to Accept and Approve Petty Cash & Cash Drawers as shown on the agenda. Motion 2nd by Commissioner Born. 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 – Contracts are signed and we are moving ahead with the kick-off, with a go-live of no later than January 1st. Probable test runs concurrent with existing in November and December.

There will be no check run this week due to the internet being down. PUD will be coming in the morning to fix.

- 7) **Manager Update:**

Comp Plan/Stantec/Wellhead Protection Plan – The updated report was handed out to the Board. On our end waiting on Mason County for data and Stantec to send CIP list for review.

Developer Standards, Developer Contract and Fee Policies – At the lawyer's for review (Dan Mallove). Manual and drawings are complete and will begin assembling books next week.

Employee Manual and District Policies – Currently on hold.

Overton and Associates, Developer extension contract – Communicating as developments occur.

Continental Floral – They are working on DEA and plans are approved.

MTA Project and Roundabout – No change.

Romance Hill, service and development – Draft report for the Board's review. Getting an engineer's review as well as our in-house review. Commissioner Pope has entertained the idea of seeking other engineers and would like to start reaching out to seek one that is the right fit for us.

Maintenance and Operations – Cross Connection work is progressing. Well sites and stations are looking good. Residuals are climbing and stable. Checking for high consumptions and day-to-day operations. Webb mentioned that the cost of automatic flushing is around \$7000. More homes are going to be developed in the near future.

- 8) **New Business** – A Motion was Made by Commissioner Satran-Loudin to authorize Commissioner Greg Born for issuance of a District credit card through Kitsap Bank with the credit limit of \$1500. Dale Webb will sign the Business Card Agreement on behalf of Belfair Water District #1.

Motion Carried 3 Ayes, 0 Nays

- 9) **Commissioners Comments** – Commissioner Pope inquired about delinquent accounts. Webb will be getting with Ruby to get a letter sent out to customers who are way behind on payments. Webb also thought the state may allocate funds to help those in need and will look further into it.

Commissioner Born asked when the new Commissioner training class was, and Webb said he will check into it.

Meeting Adjourned at 7:15 pm by Commissioner Pope.

September 8, 2020 Meeting Minutes Approved by:

Commissioner Pope  Date: September 22, 2020

Commissioner Satran-Loudin  Date: September 22, 2020

Commissioner Born  Date: September 22, 2020