

Belfair Water District #1
July 28, 2020
Regular Meeting
6 p.m.

Commissioners Present

Mike Pope
Jill Satran-Loudin
Greg Born

Staff Present

Dale Webb
Sherri LaHaie
Jim Freeman

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 #8737 - #8749. Commissioner Born 2nd 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 July 14, 2020 meeting. The Motion was 2nd 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 Pope 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:**

Motion and vote for ratification of Manager's contract for 2020. Commissioner Pope made a Motion to accept approve Manager Dale Webb's contract for 2020. Commissioner Born 2nd the Motion. Commissioner Pope called for the vote.

Motion Carried 3 Ayes, 0 Nays

Resolution 2020-02 DEM, Standards and Details – Webb provided the Board with a draft with an Addendum added. Commissioner Satran-Loudin made a Motion to approve and accept Resolution 2020-02. Commissioner Born 2nd the Motion. Commissioner Pope called for the vote.

Motion Carried 3 Ayes and 0 Nays

7) **Manager Update:**

Developer Standards, Developer Contract and Fee Policies – Contract still in process, will still need legal review. Webb will be sending it to attorney Dan Mallove.

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

Overton and Associates, Developer extension contract – Working with APEX as needed and keep them appraised of the progress, including Overton.

Comp Plan/Stantec/Wellhead Protection Plan – Webb asked the Board to see the attached maps and data requests. According to Webb, movement is picking up rapidly. Next on Webb's list is reviewing the pipe sizes for the District map for the hydraulic model Webb has already noticed several discrepancies. Pam from Pace/Stantec mentioned to Webb that she is confident that 2-3 weeks the draft will be ready to go to the State.

Continental Floral – Webb will finish the plan review with Freeman this week and return and get them moving on a DEC so they can get construction going.

MTA Project and Roundabout – No word on the rebid process.

Romance Hill, service and development – Waiting on design and review.

Maintenance and Operations – Work continues on the day to day operations as well as multiple projects ongoing. Building is nearing completion on the roof and then there will be painting on it and Well 1. SCADA unit for Well 1 is replaced and functioning as intended again. All of our units can now be upgraded and help us collect the data we need. Cokelet's line fell apart, so that will be something we will have to possibly address. Freeman mentioned that the lead and copper samples were submitted.

- 8) **New Business** – Webb mentioned that a couple, who were part of the HOA in a neighborhood just past Cedar St. came in and was interested and inquired about connecting with our District in the future. They have approximately 25 connections and have approval for 200 additional. Webb agreed to send a letter of inquiry to the State for additional information.

Commissioners Comments – Commissioner Pope asked about the meter change at the Fire Station, to which Webb replied they will be doing something, just not yet due to COVID-19. Commissioner Pope also asked about the status of underbilling at Safeway, etc., and Webb said that they are now paying.

Executive Session granted by Commissioner Pope for 5-10 minutes for discussion on personnel.

Time out: 6:28

Time in: 6:35

Upon returning, Commissioner Born made a Motion to move Ruby Gabriel to Customer Service Representative/Cross Connection/Meter Reader Step 1. Commissioner Satran-Loudin 2nd the Motion. Commissioner Pope called for the vote.

Motion Carried 3 Ayes and 0 Nays

Commissioner Born asked if there will be a dedication plaque ceremony for the late Commissioner Griffin, and Webb told the Board due to COVID-19, we are waiting it out for now.

Meeting Adjourned at 6:58 pm by Commissioner Pope.

July 28, 2020 Meeting Minutes Approved by:

Commissioner Pope *Michael Pope* Date: August 11, 2020
Commissioner Satran-Loudin *John Satran-Loudin* Date: August 11, 2020
Commissioner Born *John Born* Date: August 11, 2020

**BELFAIR WATER
DISTRICT No.1**

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