

Belfair Water District #1
September 10, 2019
Regular Meeting
6 p.m.

Commissioners Present

Linnie Griffin
Jill Satran-Loudin
Mike Pope

Staff Present

Dale Webb
Sherri LaHaie

Guest

Kaye Massey

- 1) Commissioner Griffin 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 #8295 - #8318. Commissioner Satran-Loudin 2nd the Motion. Commissioner Griffin 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 27, 2019 meeting. The Motion was 2nd by Commissioner Pope. Commissioner Griffin 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. Commissioners Griffin and 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 Satran-Loudin. Commissioner Griffin called for the vote.

Motion Carried 3 Ayes, 0 Nays

6) **Business to be Completed:**

Large meter revenue and water loss discussion by Webb. Thus far, an investigation in two accounts that we are looking into are at approximately 1 million gallons in water lost and not billed. We are still looking into and identifying the number of meters that are incorrect and getting an estimate on how that would affect revenue as well as correct part of our water loss issues. The issue is within the billing program, and it has to have a factor inserted to calculate properly. Webb says we're going to change out with new meters and make it right and once it's ironed out, we should start seeing an increase in revenue. Commissioner Griffin says this will be discussed further at the next meeting.

Preliminary look at rate increase potential revenue was addressed with Webb. Preliminary numbers look to be in the neighborhood of \$40k for 4% based on water sales alone. Webb would like to keep this discussion active and be able to address it in a more concise manner after getting the meter stuff straightened out. With the growth that we are projecting as well as the loss in revenue from the incorrect billing, this could be a substantial boost to the District's revenue. There will be some bumps as we work through the meters and would like to be able to seriously forecast our budget and look at the potential for rate increases in possibly two separate actions in 2020/2021. Webb requested to deal with meters first and then forecast into the budget in 2020. Commissioner Pope agreed to revisit this issue in January.

WASWD conference next week in Spokane, confirmed two attending the conference and dinner. Commissioner Griffin and Webb will be leaving Thursday and will be back on Friday.

7) **Manager Update:**

Developer Standards, Developer Contract and Fee Policies – Same

Overton and Associates, Developer extension contract – Same

Comp Plan/Stantec/Wellhead Protection Plan – Same; the meter numbers will cure some of the issues with loss.

Continental Floral - Same

Maintenance and Operations – Friday before last lost booster 2 on Well 1; caps shorted out inside the case. Freeman fixed the connections and is up and running before we left. He did a great job.

Continuing meter change outs. All tests for September are already completed and passed.

Fire up at Peninsula used somewhere in the neighborhood of 100k-150k gallons.

Xpress Bill Pay did not communicate with BIAS, so we have been inundated with calls, still looking into how many bills did not get totaled correctly.

The staff has a meeting with Vision Software on Friday at 9am to go over the program in depth.

8) **New Business -**

Webb commented that the Board has made a great impression around the community with lots of positive comments.

9) **Commissioners Comments –** Commissioner Pope asked Commissioner Satran-Loudin if she got signed up for the election, and she replied that she did.

Commissioner Griffin asked Commissioner Satran-Loudin about the workshop that she attended at the ERWOW Conference, and Commissioner Satran-Loudin she will give an overview at the next meeting.

Commissioner Pope brought up the going away party on Friday for Jeremy Hicks from the Fire District. It will be held at Two Margaritas in Allen at 6pm.

Commissioner Griffin mentioned that she attended the Section Meeting.

Meeting Adjourned at 6:50pm

September 10, 2019 Meeting Minutes Approved by:

Commissioner Pope  Date: September 24, 2019

Commissioner Satran-Loudin  Date: September 24, 2019

Commissioner Griffin _____ Date: September 24, 2019 (ABSENT AT SIGNING)