

Belfair Water District #1  
July 23, 2019  
Regular Meeting  
6 p.m.

**Commissioners Present**

Linnie Griffin  
Jill Satran-Loudin  
Mike Pope

**Staff Present**

Dale Webb  
Sherri LaHaie

**Guest**

- 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 #8228 - #8241. Commissioner Satran-Loudin 2<sup>nd</sup> 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 July 9, 2019 meeting. The Motion was 2<sup>nd</sup> 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. 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 2<sup>nd</sup> by Commissioner Satran-Loudin. Commissioner Griffin called for the vote.

Motion Carried 3 Ayes, 0 Nays

- 6) **Business to be Completed:**

**Registration for ERWOW Conference in Bremerton** - Commissioner Griffin said the registration for the WOW Conference is open and will be in Bremerton August 27-29<sup>th</sup>. She mentioned there will be a water taste test competition and presented the flyer with information. She would like to attend and would like to get a head count on who will be attending.

**Registration for WASWD Conference in Spokane** - Commissioner Griffin also mentioned the WASWD Fall Conference in Spokane; she received information and asked to get the registrations set up this week.

- 7) **Manager Update:**

**Mid-Year Budget Review** – Webb asked the Board if there were further questions or comments on the budget. Commissioners Pope and Griffin said it was looking very good.

**Developer Standards, Developer Contract and Fee Policies** – DWG files are being looked over and NMFA has turned in their corrections; Jeromy Hicks is no longer our point of contact as he has taken a position with Mercer Island. We are waiting to see who our new person will be to work with us from the Fire Marshall's office. Mason County has not replied to us for comment, so moving forward without comments. The turnover has likely affected the process with them as well. Awaiting final comments from a couple of engineering people, then will proceed with final draft for review. On a side note, we are working with Xpress Bill Pay and BIAS with late fees, etc.

**Overton and Associates, Developer extension contract** – Currently working with Zephyrs to test out and complete the construction of the new line from the tower, due to delays with the MTA project. We will be looking to finalize the first phase to acceptance and start the bond process.

**Comp Plan/Stantec/Wellhead Protection Plan** – Webb provided more data to them this week. They are pushing through on demand for forecasting and beginning modeling. Will be drafting something to the state soon for preliminary review. Working on more information to send this week, district projections and growth potential, primarily.

**Continental Floral** – Waiting to hear from Apex Engineering on possible direction and potential of this project; waiting for plans to review and comment on.

**Maintenance and Operations:**

Continued maintenance of sites and equipment and have been clearing out around hydrants and meter boxes as well as installing tamper proof locks in blow off risers.

Meter change out program is continuing. We have one large meter left to change in the field and changed out the Well 1 meter already. Have noted a lack of accuracy in the old meter, which is nice because if needed, we can interrogate the well meter to see times and amounts per hour per day.

Have been doing the cross-connection survey and noting the devices as well as the fire sprinkler systems that are out there. Cross checking the information gathered with old invoices in preparation of sending out the invoices for annual fire protection charges.

- 8) **New Business** – Commissioner Satran-Loudin asked if Webb found out anything at Peninsula Top Soil, to which Commissioner Griffin said she found documents that confirmed cashing was installed with hydrant on the lot, but that the District did not signed off on it. Commissioner Pope confirmed. Commissioner asked if the District could do a leak detection to find out where the water is going – and Webb said in about a month.
- 9) **Commissioners Comments** – Commissioner Griffin mentioned to the other commissioners to check the inbox in the front lobby. There was a refund check from WASWD that needed to be addressed. It was brought up if the commissioners would like to turn in their tablets for non-use, and since they are already paid for, they could be used out in the field.

Meeting Adjourned 6:54 pm

July 23, 2019 Meeting Minutes Approved by:

Commissioner Pope Mike D Pope Date: August 13, 2019

Commissioner Satran-Loudin Jill Satran-Loudin Date: August 13, 2019

Commissioner Griffin Linnie Griffin Date: August 13, 2019