

Belfair Water District #1
March 26, 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 #8047 - #8061. 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 March 12, 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. Commissioner Satran-Loudin verified before today's meeting. Commissioner Pope Read and Motioned to Accept and Approved Petty Cash & Cash Drawers as shown on the agenda. Motion 2nd by Commissioner Griffin. Commissioner Griffin called for the vote.

Motion Carried 3 Ayes, 0 Nays

- 6) **Discussion of pending Resolution 2019-01 Belfair Water District Rates and Fees Update** – Several things were discussed on this resolution. Commissioner Griffin inquired about the returned check fee. Webb said that if the Board plans on voting on it tonight, then he will take time now and go add it in, otherwise it can wait until the next meeting. Commissioner Pope said there should be a flat \$50.00 returned check fee. Commissioner Griffin said the Board can make a Motion with correction. Commissioner Satran-Loudin questioned the hydrant fee of \$1000. Webb stated a correction would be made for the hydrant fee to be \$1500. The two corrections to Resolution 2019-01 that will be made are: 1) returned check fee and 2) hydrant fee. Webb discussed that if rates adjustment were to be made, it would be 2%, less than \$80.00 per month. He said he gave some leeway to raise rates due to inflation as an option without having to go back and re-do the Resolution with an amended policy. Commissioner Satran-Loudin asked about fees for dispatching the district, and Webb clarified that this is for non-emergency situations only. Webb took a couple of minutes and made the following corrections to Resolution 2019-01: Change returned check fee to \$50.00 and changed hydrant meter to \$1500. Commissioner Satran-Loudin made a Motion to approve Resolution 2019-01. Commissioner Pope 2nd the Motion. Commissioner Griffin called for the vote.

Motion Carried 3 Ayes and 0 Nays

7) **Manager Update:**

Developer Standards, Developer Contract and Fee Policies – Webb says this is next on the list. It's being worked on in conjunction with the Comp Plan.

Overton and Associates, Developer extension contract – With the better weather, Webb is expecting this to get moving again.

Comp Plan/Stantec/Wellhead Protection Plan – Webb met with Chris and Pam at Stantec at their Bellevue office last Thursday (March 21st). He was there for several hours and now has a much better understanding of their struggle in getting unusable data. Webb worked out a plan with Stantec and direction for moving ahead. At the top of the list is things to get done is working out planning and policy and several parts while they continue to collect current data and throwing out anything prior to 2017. Webb says we will be using two years worth of data and pursue a 6-year plan. He's hoping to have a draft this year. Commissioner Satran-Loudin asked if there was a prior Comp Plan, in which Webb responded that there was, but it was missing a lot of data. She asked if our current maps would help, but Webb said that once we're done with the Comp Plan, we'll have better maps and that maybe we can work with the county on a GIS system. Webb assured the Board that we have solid data now and we stand strong on it, and will keep on compiling data. Stantec will be sending sections at a time for Webb and the Board to review as part of the process.

Yaweh Manor Developer Extension – No change

Maintenance and Operations:

Getting things geared up for the summer maintenance, continuing with meter replacement.

Jim is at the WETRC Conference/School at Ocean Shores this week. He's working on the Cross Connection program, which is also part of the Comp Plan.

Ruby and Jim attended a training on Friday all day in Tacoma for the XC2 Cross-Connection Data base. Preparing for the Annual Report and will be working on in-house procedures and policies for handling payments and day-to-day operations.

Cascade Floral will repair the damage to the access at Well 4 and has apologized and said they have no issues with the District at all.

Working on collection of data for the Comp Plan.

DOR Audit/Appeal Process – The bill has been paid "under protest" and Sherri is monitoring the account for the amount to come off.

New Business: Commissioner Satran-Loudin said she saw Webb behind Sandy's Mart, and was questioning what was going on, and Webb told her that the house behind Sandy's will be torn down and new commercial business may be coming in there or closer to Mosquito Fleet.

- 8) **Commissioners Comments** – Commissioner Pope told the staff to keep up the good work. Commissioner Satran-Loudin had not additional comments, and Commissioner Griffin as of now has a ride to the upcoming Spring Conference, but if it does not work out, she may need a ride.

Meeting Adjourned 6:52 pm

March 26, 2019 Meeting Minutes Approved by:

Commissioner Pope *Mark D. Pope* Date: April 9, 2019

Commissioner Satran-Loudin *Jill Satran-Loudin* Date: April 9, 2019

Commissioner Griffin *Lonnie Griffin* Date: April 9, 2019

BELFAIR WATER DISTRICT No.1

ESTABLISHED 1966

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