

Belfair Water District #1
August 13, 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 #8242 - #8280. Commissioner Satran-Loudin 2nd the Motion. Commissioner Griffin called for the vote.

Motion Carried 3 Ayes and 0 Nays

Commissioner Satran-Loudin questioned the invoice for Core and Main – to which Webb replied that the District purchased meters so that eventually all the Sensus meters will be replaced. Webb went on to say that he and Freeman got called out on Saturday night due to a driver crushing a utility pole on Ninnis's property and it was great to have all the tools available in the truck. Commissioner Satran-Loudin also questioned the invoice for Safeguard, to which Webb responded that that was an order for checks. Commissioner Satran-Loudin then inquired about the invoice for Ferguson, in which Webb told her that was for the meter boxes that need to be re-positioned from the last time another driver hit a utility pole; We plan on submitting that claim their insurance company.

- 4) A Motion was made by Commissioner Satran-Loudin to approve the Meeting Minutes from the July 23, 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 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:**

Registration for ERWOW Conference in Bremerton – Registration is complete for Commissioners Griffin and Satran-Loudin, as well as James Freeman August 27-29.

Registration for WASWD Conference in Spokane – Registration forms are in process for all three Commissioners as well as General Manager Dale Webb, September 18-20.

7) **Manager Update:**

Developer Standards, Developer Contract and Fee Policies – DWG files are still being worked on and corrections are being made based on comments received. Mason County has still not replied to us for comment, so continuing forward without comments. Still hoping for some comments from a couple engineering people, then will proceed with final draft for review.

Overton and Associates, Developer extension contract – Testing is completed and the punchlist is done to satisfaction with Zephyrs on the construction of the new line from the tower. We are reviewing the Developer's Agreement and the as-built drawings pursuant to receiving final copies. We will be looking to present the first phase for acceptance and start the bond process at the next meeting.

Comp Plan/Stantec/Wellhead Protection Plan – Webb said that we have provided data and Stantec is working on the plan. Webb will update the board as soon as he hears back.

Continental Floral – Still waiting to hear from Apex Engineering on possible direction and potential of this project; waiting for plans to review and comment on. This site is gathering interest, so expect someone to move on it soon.

Maintenance and Operations:

Continued maintenance of sites and equipment and have been clearing out around hydrants and meter boxes as well as marking on the asphalt. Rasor and Alderwood are complete and the water side of Hwy 106 is also done. This will be an ongoing work.

Meter change out program is continuing; changed 5-6 more Sensus out in the last few weeks.

We are installing a sample station at Well 4 that is currently in progress. Have been flushing on Ellinor and Log Yard to keep residual up. Have also been working over some chlorine pumps to get them working. Have repaired 8 meter boxes in the last couple of weeks. We have also removed the 4" pipe in front of Windermere.

Continuing with 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 Griffin would like an action item for the District to write a Letter of Appreciation to Jeromy Hicks, who's moved on to a job in Mercer Island.

Manager requests Executive Session to discuss personnel for 10 minutes. Commissioner Griffin granted the the Executive Session for 10 minutes.

Begin: 6:30pm

End: 6:45pm

- 9) **Commissioners Comments** – Commissioner Pope made a Motion to advance Ruby Nelson Customer Service Representative Step 4 to Customer Service Representative Step 5 effective August 1, 2019. Meeting Adjourned 6:54 pm. Commissioner Satran-Loudin 2nd the Motion.

Motion Carried 3 Ayes, 0 Nays

Commissioner Griffin said that Judy Gladstone from WASWD came to the District and she and Webb took her to do a site tour to the tanks and wells.

Webb told the Board that a cedar tree needs to be removed near Cedar Street and the estimate is around \$1300.00.

Commissioner Satran-Loudin said she read where the sewer is going to go in the Industrial Park and wondered if anyone heard anything. Webb said that is the plan, but they need to figure out how to pay for it first. Commissioner Satran-Loudin said the sewer is supposed to go to Phase II to Newkirk.

Meeting Adjourned at 7:04pm

August 13, 2019 Meeting Minutes Approved by:

Commissioner Pope  Date: August 27, 2019

Commissioner Satran-Loudin  Date: August 27, 2019

Commissioner Griffin  Date: August 27, 2019

BELEAIR WATER
DISTRICT No. 1

ESTABLISHED 1966

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