

Belfair Water District #1  
November 26, 2019  
Regular Meeting  
6 p.m.

**Commissioners Present**

Mike Pope  
Jill Satran-Loudin

**Staff Present**

Dale Webb  
Sherri LaHaie

**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 Satran-Loudin. A Motion was made by Commissioner Pope to Accept and Approve Accounts Payable Warrants #8408 - #8426. Commissioner Satran-Loudin 2<sup>nd</sup> the Motion. Commissioner Pope called for the vote.

Motion Carried 2 Ayes and 0 Nays

- 4) A Motion was made by Commissioner Pope to approve the Meeting Minutes from the November 12, 2019 meeting. The Motion was 2<sup>nd</sup> by Commissioner Satran-Loudin. Commissioner Pope called for the vote.

Motion Carried 2 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 Pope called for the vote.

Motion Carried 2 Ayes, 0 Nays

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

**Large meter revenue and water loss discussion:**

Continuing to work on the large meter and water loss, identifying meters that have stopped working and fixing our database of accounts to be up to date and have current information. Webb mentioned the late Donald Porter's water leak – the family of Porter will be filing an insurance claim for damages.

Pope brought up Linnie Griffin's memorial service and would like to send flowers to the service and make a plaque to honor Commissioner Linnie Griffin.

- 7) **Manager Update:**

**Developer Standards, Developer Contract and Fee Policies** – Reviewing drafts of the details and manual.

**Overton and Associates, Developer extension contract** – Still working out details.

**Excess Water use on the Fire up at Peninsula** – Propose to bill the normal amount after adjustment. We were operating in conjunction with NMFA to help the situation. Commissioner Pope concurs, but only this time. Commissioner Satran-Loudin is okay with it with reservations.

**Comp Plan/Stantec/Wellhead Protection Plan** – Working on data, preparing draft hopefully. Webb may head to Bellevue to meet with staff in person.

**Continental Floral** – Waiting on plans from engineer.

**MTA Project and Roundabout** – Will be touching base with the engineer of record to find out where the project is at; still need plans and scope to review and discussion on the roundabout.

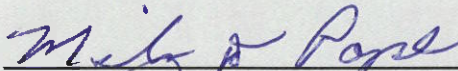
**Maintenance and Operations** – Have been actively correcting accounts and meter data. The meter read time is down to a couple hours now. That is inline with a similar district size and scope for time. Was about half a day and then a day for re-reads; re-reads are taking about 2 hours, depending on traffic. Continuing with budget and forecasting for 2020. Pump on Well 1 wend down with bad bearings in the motor. It is not repaired and back online. Nick from Top Dog Drilling did the repairs. Cross Connection is moving forward with collecting information and surveying the District connections for compliance.

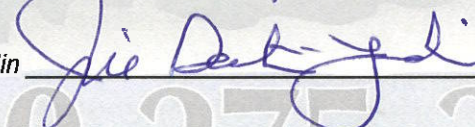
- 8) **New Business** - Commissioner Pope brought up electing a new commissioner. He said the position needs to be advertised. It would be to finish out Commissioner Griffin's term, which has five years left. Commissioner Pope brought up Ken Van Buskirk, who is a possibility, who does live in the District, but is not a rate payer.

**Action Item to advertise with insert in water bills and website.**

Meeting Adjourned at 6:55 pm by Commissioner Pope.

November 28, 2019 Meeting Minutes Approved by:

Commissioner Pope  Date: December 10, 2019

Commissioner Satran-Loudin  Date: December 10, 2019

360-275-3008