

Belfair Water District #1  
July 26th, 2022  
Regular Meeting  
5 p.m.

**Commissioners Present**

Mike Pope  
Jill Satran-Loudin  
Greg Born

**Staff Present**

Dale Webb  
Valisa Douglas

**Guest**

- 1) Commissioner Born called the meeting to order at 17:07 / Pledge of Allegiance led by Commissioner Born.
- 2) Public Comments – No public comments.
- 3) Accounts Payable were read by Commissioner Born. A Motion was made by Commissioner Pope to Accept and Approve Accounts Payable Warrants #9835-9880. Commissioner Satran-Loudin 2<sup>nd</sup> the Motion. Commissioner Born 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 12th, 2022, meeting. The Motion was 2<sup>nd</sup> by Commissioner Born. Commissioner Born 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 Satran-Loudin and Born verified before today's meeting. Commissioner Born read and Commissioner Pope Motioned to Accept and Approve Petty Cash & Cash Drawers as shown on the agenda. Motion 2<sup>nd</sup> by Commissioner Satran-Loudin. Commissioner Born called for the vote.

Motion Carried 3 Ayes and 0 Nays

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

**Audit Exit Interview**

The Exit was July 14<sup>th</sup>, with Commissioner Born and General Manager Webb and Office Manager Douglas present. Took about 30-40 minutes, the report was published on the SAO website on the 21<sup>st</sup>. Our next audit should be in 2024 covering 2021-2023.

Commissioner Pope and Commissioner Born questioned election timeframes, according to Mason County both Pope and Born are due to run again in 2023 for a new term beginning in 2024. Webb will verify again with the County Elections and report.

- 7) **Manager Update**

**Olympic Ridge, Olympic View development**

Waiting for payment on four 2" apartment meters as well as four 5/8x3/4 meters for the single-family residences. We are working with our meter supplier to get stock ready to go out.

**North Mason Fire Authority Project**

Waiting for payment on final billing then we can move to the resolution and finish.

**39 Acres Staking and Survey work.**

Waiting for the cruising and timber assessment. Hoping to see something this week.

**CEDS project funding**

Waiting on plans and bid docs from the Geotech and Engineer.

**Overton and Associates**

Working with David and his team to figure out the property acquisition for both well sites and reservoir and a potential for a third well site and possible reservoir site for future use. The third site would hopefully be a catalyst to move the water rights from Hummingbird site to be added into the rights for Well 4.

**Continental Floral** – No change.

**MTA Project and Roundabout** – No change.

**Romance Hill development**

No change

**Maintenance and Operations –**

Annual report-Still working to get the annual report done, working on the setup of the vision program. Currently much of the set up in vision is being adjusted. Have meetings set up with the SAO help desk to guide our set up to the best possible conclusion.

In conversation with BHC to clean up developers' extension as well as Romance Hill study and planning and rate study based on last study and the information from the Comprehensive Plan. Commissioner Pope commented that last time they presented the findings in a public meeting. That helped with explaining the increase and gave a better understanding of the Districts position.

Current reconciliation is still going well.

Site maintenance is continuing, and field staff have corrected and addressed all the leaks detected in the leak assessment. Running reports on the meter reads and grabbing some of the continuous leaks as well as zero reads and working them thru each month and keeping notes on same.

There is a lot of stuff going on, well and reservoir repairs and maintenance continues, hydrant cleaning and valve exercising as well as work on mapping and system ids for hydrants and valves.

We are currently in process creating map books for the district from our as built and system maps. Also scanning all the as built drawings we have so they can be digitally stored and catalogued. Working on collecting GIS points from other sources in the area. This will help increase the accuracy of the maps and eventually we will have a map in a digital format as well.

**New Business:**

9) **Commissioners Comments:**

Commissioner Born said keep up the good work and thanked the staff. Commissioner Pope joined in agreement and added his appreciation to the comment. Commissioner Satran-Loudin joined in saying thanks.

Commissioner Satran-Loudin asked if all of the leaks in the survey were repair bands? Dale did not believe so but will get details.

Meeting Adjourned at 18:20. By Commissioner Born.

July 26<sup>th</sup>, 2022 Meeting Minutes Approved by:

Commissioner Pope \_\_\_\_\_ Date: August 9, 2022

Commissioner Satran-Loudin \_\_\_\_\_ Date: August 9, 2022

Commissioner Born \_\_\_\_\_ Date: August 9, 2022