

Belfair Water District #1
December 10, 2024
Regular Meeting
3 p.m.

Commissioners Present

Greg Born
Jill Satran-Loudin- arrived late
Mike Pope

Staff Present

Dale Webb
Valisa Douglas
James Freeman

Guest

- 1) Commissioner Born called the meeting to order at 15:00 / Pledge of Allegiance led by Commissioner Born.
- 2) Public Comments –None
- 3) Accounts Payable were read and a motion was made by Commissioner Pope to Accept and Approve Accounts Payable Warrants #11467 – 11498, approve the Meeting Minutes from the November 26, 2024 meeting, Approving the Petty Cash of \$250.00. The Cash Drawer of \$200.00. Commissioners Satran-Loudin seconded the motion. Commissioner Satran-Loudin verified before today's meeting. Commissioner Born called for the vote.

Motion Carried 3 Ayes 0 Absent and 0 Nays

4) **Business to be Completed:**

Discussion on viability of moving to one meeting per month was continued with the board saying that we would see how it goes in December and readdress it after the new year.

Resolution 2025-01 Rates and Charges using a 3.8% unadjusted CPI to be effective January 1st 2025. Commissioner Pope Motioned to accept the Resolution 2025-01 and Commissioner Satran-Loudin seconded the motion. Commissioner Born called for the vote.

Motion Carried 3 Ayes 0 Absent and 0 Nays

Resolution 2025-02 Belfair Water District Salary COLA 3% increase. Effective January 1, 2025. Commissioner Pope Motioned to accept the Resolution 2025-01 and Commissioner Born seconded the motion. Commissioner Born called for the vote.

Motion Carried 3 Ayes 0 Absent and 0 Nays

5) **Manager Update:**

Olympic View Development

DRK is working on the apartments, and work is moving along quickly, they should be ready for one possibly two meters as soon as March 2025. More in operations report.

Well 6 Project

Should have the reports and forecasting by the middle of December.

Overton and Associates

Nothing new at this time, hopefully will see plans and a DEA submission in 2025.

Romance Hill Booster Station

Paperwork for this is at the lawyer currently, waiting on updated descriptions. We have also finished installing the isolation valves and we are currently seeking bids on the skid replacement on the booster pump side. See operations report.

Razor Road Property

Paperwork is currently in legal to draft the contract and survey is being scheduled to correctly stake and add boundaries. Once this is done then we will submit our offer to both Goodson and his Mortgage company.

In House Projects

Currently working on the Employee manual, the 2025 budget, Romance hill Booster Skid and isolation valves, State Audit, financing package for the state legislators, DEA specification manual update, lower shop plans and quotes, upper shop plans and working on adding bars codes for tracking and updating timesheets.

Maintenance and Operations –

James Freeman to report. (See attached Report)

Commissioner Satran-Loudin asked where the 2019 Ford F150 was found, Freeman related he had found it on Marketplace. Commissioner Pope said maintenance on the vehicles is crucial and Freeman said we do most of the periodic maintenance in house in our lower shop.

Freeman and Webb are researching the boundaries for the District, hoping to expand them as much as possible within Mason County.

Checked for a possible leak on the new piping installed at Romance Hill and appears a check valve was stuck and seems to be now holding.

Low Bid for the skid replacement looks to be about 50k, commissioner Pope asked if there was any way to get those residents to pay for any of it. Not really as it is not an upgrade but merely a replacement of a worn out skid, same for same. Any new development up on the hill would require them to pay for upgrades and tanks and pumps.

New Business:

None at this time


9) Commissioners Comments:

All commissioners expressed their appreciation for the work being done for the district. Commissioner Pope "A great job is being done every day. We don't like to raise rates but we have to keep up with expenses and continue to move the district forward". Commissioner Satran-Loudin "No complaints and keep up the good work". Commissioner Born "Everything is shaping up nicely, thank you".

Meeting Adjourned at 15:35 By Commissioner Born.

December 10, 2024, Meeting Minutes Approved by:

Commissioner Pope  Date: January 14, 2025

Commissioner Satran-Loudin  Date: January 14, 2025

Commissioner Born  Date: January 14, 2025