

Belfair Water District #1  
February 23, 2021  
Regular Meeting  
6 p.m.

**Commissioners Present**

Mike Pope (Absent)  
Jill Satran-Loudin  
Greg Born

**Staff Present**

Dale Webb  
Sherri LaHaie

**Guest**

- Satran-Loudin*
- 1) Commissioner ~~Pope~~ called the meeting to order at 6:02 pm / Flag Salute.
  - 2) Public Comments – No public comments.
  - 3) Accounts Payable were read by Commissioner Pope. A Motion was made by Commissioner Satran-Loudin to Accept and Approve Accounts Payable Warrants #9064-9073. Commissioner Born 2<sup>nd</sup> the Motion. Commissioner Satran-Loudin called for the vote.  

Motion Carried 2 Ayes and 0 Nays, 1 Absent
  - 4) A Motion was made by Commissioner Born to approve the Meeting Minutes from the February 9, 2021 meeting. The Motion was 2<sup>nd</sup> by Commissioner Satran-Loudin. Commissioner Born called for the vote.  

Motion Carried 2 Ayes and 0 Nays, 1 Absent
  - 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 Born 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 Satran-Loudin called for the vote.  

Motion Carried 2 Ayes, 0 Nays, 1 Absent

6) **Business to be Completed:** No comments.

7) **Manager Update:**

**Comp Plan/Stantec/Wellhead Protection Plan** – Copies of comments from DOH, Ecology and Mason County were handed out to the Board. We're working through the DOH comments and under a real crunch to get this worked out in time to make sure we get the adequacy letters for the projects currently ready to go. Getting an assurance of available (feasible, possible) ERUS will be the first goal in order to issue a conditional letter of adequacy while we work out the details with the Department of Health. Looking at 1400 ERUs. Currently at 570 now.

**Developer Standards, Developer Contract and Fee Policies** – Final draft was handed out to the Board. Finished the edits and will remove the draft from the document and begin preparing to adopt if the Board agrees with the document at the next meeting. Webb will also have the finalized detail drawings and our Developer Extension Manual put together in the final form for review. Webb will go through it one more time.

The attorney indicated that he didn't see anything. Webb will then bind the copy as the "real" extension manual.

**Employee Manual and District Policies** – Have been gathering some information, will dive into it more after the Comp Plan.

**Overton and Associates** – Webb working with Overton and Associates and Apex Engineering to move the projects ahead. Kim at Apex Engineering is working with Webb and going through the Comment Letter.

**Continental Floral** – Still waiting on movement.

**MTA Project and Roundabout** – They are installing water line now and working with SCJ Alliance and MTA to move this project forward. Hopefully will be done with our installation within the next month, then will just be waiting for building and fit and finish.

**Romance Hill, service and development** – Webb will likely be talking to Rick Krueger this week. More to follow after their discussion.

**Maintenance and Operations** – Working through some software glitches and training on Vision. Still have setting up to do to finish the financial parts and the cash management modules. Also working through some random issues in the utility billing, which is likely due to set up needing some editing.

Performing maintenance on vehicles and getting ready for spring.

Backflow is ramping up, due mostly to properties changing hands/uses and finishing up with the contacts that were started in September. Hoping to get through the commercial properties this year. Residential will follow.

8) **New Business** – Nothing to report.

9) **Commissioners Comments** – Commissioner Born said to keep up the good work.

Meeting Adjourned at 6:37 pm by Commissioner Satran-Loudin.

February 23, 2021 Meeting Minutes Approved by:

Commissioner Pope  Date: March 9, 2021

Commissioner Satran-Loudin  Date: March 9, 2021

Commissioner Born  Date: March 9, 2021