

Belfair Water District #1
February 14, 2023
Regular Meeting
3 p.m.

Commissioners Present

Greg Born
Jill Satran-Loudin

Staff Present

Dale Webb
Valisa Douglas
James Freeman

Guest

- 1) Commissioner Born called the meeting to order at 15:03 / Pledge of Allegiance led by Commissioner Satran-Loudin.
- 2) Public Comments –
No Public was present.
- 3) Accounts Payable were read and a motion was made by Commissioner Satran-Loudin to Accept and Approve Accounts Payable Warrants #10232-10263. Commissioner Pope 2nd the Motion. Commissioner Born called for the vote.

Motion Carried 3 Ayes 0 Absent and 0 Nays

- 4) A Motion was made by Commissioner Pope to approve the Meeting Minutes from the December 27, 2022, meeting. The Motion was 2nd by Commissioner Satran-Loudin. Commissioner Born called for the vote.

Motion Carried 3 Ayes 0 Absent 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 Born read and Commissioner Pope Motioned to Accept and Approve Petty Cash & Cash Drawers as shown on the agenda. Motion 2nd by Commissioner Satran-Loudin. Commissioner Born called for the vote.

Motion Carried 3 Ayes 0 Absent and 0 Nays

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

Resolution 2023-01 Kitsap Bank Credit Line and Card Increases (Amended) to include the correct amount for (1) one additional card in the future. Commissioner Satran-Loudin motioned and Commissioner Born seconded, Commissioner Born called for the vote.

Motion Carried 3 Ayes 0 Absent and 0 Nays

Resolution 2023-02 was presented to the Board, the resolution is needed to clear unused fund numbers from the Mason County Treasurer tracking, they are cleaning up the funds they track and maintain and this is our part in cooperating with them. Commissioner Satran-Loudin motioned and Commissioner Pope seconded, Commissioner Born called for the vote.

Motion Carried 3 Ayes 0 Absent and 0 Nays

- 7) **Manager Update:**

Olympic Ridge, Olympic View development

Olympic View Apartments-

Still working towards completion of the project but has slowed due to lay offs.

Olympic Ridge Homes-

Currently they are waiting for 9 more meters to go in, we are waiting on payment then they can be installed. Commissioner Pope confirmed that we are installing when meters are paid for. Webb and Freeman confirmed that is our process, we do not want to try and track meters on the shelf and what is paid for and not paid for.

CEDS Project Funding

Back up Generators for Well 4, Office and Romance Hill.
Nothing new to report, waiting on updates from supplier and contractor.

Well 6 Project

Will be sending out the bid package towards the end of the month, will be mailing packages to 3-4 drillers as well as posting in the Shelton paper and the contractors exchange. Bid opening Will be the 11th of April Prior to the regularly scheduled Board meeting.

39 Acres

Nothing new to report here.

Overton and Associates

Nothing new to report here.

Maintenance and Operations –

Jim Freeman reported on maintenance and operations (see attached list of topics)
Alex Gobble will be training to take over the cross control operation and program, Jim will be working with him to get him up to speed and rolling.

New Business:

Executive session to discuss personnel: Time in 15:37
Time out 15:59

9) **Commissioners Comments:**

Commissioners welcomed Jim back from vacation and hoped he had a good time and got to relax. Commissioner Satran-Loudin commented that the SCADA display and programs are exciting and a good thing for the District. Commissioner Pope stated that we have got to stay up as best we can with technology, we can't get behind. Commissioner Born and Commissioner Satran-Loudin commented on the staff and thanked them for all the work and commitment to the district "Keep up the good work". Commissioner Pope stated that "We appreciate you all and your efforts"

Meeting Adjourned at 16:10 By Commissioner Born.

February 14, 2023 Meeting Minutes Approved by:

Commissioner Pope _____ Date: February 28, 2023

Commissioner Satran-Loudin  _____ Date: February 28, 2023

Commissioner Born  _____ Date: February 28, 2023