

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

Commissioners Present

Mike Pope
Satran-Loudin-absent
Greg Born

Staff Present

Dale Webb
Valisa Douglas

Guest

Jill

- 1) Commissioner Born called the meeting to order at 5:08 pm / Flag Salute.
- 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 #9727-9760. Commissioner Born 2nd the Motion. Commissioner Born called for the vote.

Motion Carried 2 Ayes and 0 Nays

- 4) A Motion was made by Commissioner Born to approve the Meeting Minutes from the March 22, 2022 meeting. The Motion was 2nd by Commissioner Pope. Commissioner Born 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 Born verified before today's meeting. Commissioner Born read and Motioned to Accept and Approve Petty Cash & Cash Drawers as shown on the agenda. Motion 2nd by Commissioner Pope. Commissioner Born called for the vote.

Motion Carried 2 Ayes and 0 Nays

6) **Business to be Completed:**

Kitsap Bank Account update signors and removing Sherri LaHaie from accounts and canceling her District Visa card. Adding Valisa Douglas to the account. Mike Pope signed a letter requesting the canceling of the Visa card and all present signed the update form from the bank. Commissioner Satran-Loudin will be contacted to sign forms at the office in the next couple of days.

Introduced Meryl Flynn to the Board, they welcomed her to the team.

Mike Pope called for executive session for personnel matters. Time in session was approximately 12 minutes.

7) **Manager Update:**

Olympic Ridge/Olympic View homes and apartments – The installation and pressure testing on the upper sections where the homes are to be built is mostly complete, they are currently installing services on the side opposite the main extensions off the existing 12" DI. Harbor is installing main on the lower section for the apartments as weather permits, we have been in contact with engineer to assess changes for the steep section coming off the top. BacT samples will be taken soon on the upper portion.

CEDS Project Funding – Completing forms for Mason County for round 1, putting in our generators in again for phase 2 of the funding. Next round will likely be June or July.

North Mason Fire Authority Project – Working on the final punch list currently, expecting them to call for final in the next couple of days.

Overton and Associates – Have a Zoom meeting to discuss Project Alfred on Thursday, will know more about the project then. It looks to be a virtual roundtable to discuss the viability of the project.

Continental Floral – No change.

MTA Project and Roundabout – No change.

Romance Hill development – Have a meeting Wednesday if it comes together, if not will be touching bases with the prospective developer this week. Spoke with Rick Kreuger regarding the tank and related infrastructure and he is not interested in participating for that price, but if developer wants to move forward they can purchase the property and do so.

The County has been in contact with the Navy about the connecting road crossing. We have been working with the county to partner in getting a casing and a water pipe under the tracks. The Navy who owns the RR and its right of way told the county that they would design the crossing and the county would pay for it and it would be over \$1 million. The county is already invested in the process with consultant fees and design they have already paid for but will hopefully continue moving forward. The state has reportedly allocated and signed for 30-40 million for the bypass project and the connector roads are imperative to get completed. Hopefully the county will get some traction on this, we need to get under the tracks as well and would be good if we can all work together somehow.

39 Acres Site – Received a second quote for the surveying, also \$15,000.00, this may be the price that we will need to pay to get this done. Still trying to seek out the current deed for the property, will find it and then assess with the board the restrictions or limitations on the land use specified in these documents.

Maintenance and Operations – Valisa Douglas and Meryl Flynn are both doing great, everything is moving forward and progressing. Looking forward to the path we are on and the progress we are making daily as we move forward.

All samples are on schedule and complete to date.

Meeting virtually with the auditor weekly and will be continuing that practice. Valisa will be joining next week and we will continue the process of getting them the rest of the data they are requesting as quickly as we can. The District may receive a management letter involving the crossing we put in at the roundabout. Webb has explained to the auditor the time frame involved with the State meeting in the middle of December and only having two weeks to put together, got quote from engineers, one over or around 20k and the other already involved in the project at around 7-10k but did not seek multiple bids for the contracting. Engineers estimates for the contracting were 270k-290k to do the job. To pay for mobilizing another contractor and possibilities of having to pay for delays due to two contractors trying to schedule time and traffic control engineers estimates were 70-85k less to use the contractor already there and the 200k we ultimately spent reflected that. Then of course COVID lockdowns halted the project for months. Everything else is progressing and to date the auditor has not brought up any other issues yet.

James Freeman has been working with the High School art class to get a couple hydrants painted, weather has been less than cooperative. Originally was hoping to start around may 1st, but weather looks like that might not be doable. James will be meeting with the teacher to discuss options and delaying the start date. Will see how the approaching end of the school year affects this project. Commissioner Born asked how many hydrants we had total; Webb estimated somewhere around 50. Commissioner Pope said to call the paper once and if this gets going as it is good to show our community involvement. Webb commented that we are working to build a strong relationship with the Fire Authority and work hopefully together with them on a hydrant program.

We have committed to participating in Safety Days again, likely Alex will spearhead this effort. There will be 2 days at Sand Hill and 2 days at Belfair Elementary. Commissioner Born asked if this was something that we used to do, and Webb answered yes. In the past it was spearheaded by Commissioner Griffin, and we had committed to continuing the participation but due to COVID it had been put aside by all involved since her passing, the North Mason Fire did a limited Safety Days last year but are looking to bring back all the participants for this year. Commissioner Born mentioned that had been a topic at the last conference about public/community involvement increasing our transparency. Webb agreed and pointed to our requirements for public communication and outreach both from a state perspective and from a District perspective.

James will be installing three new services in the next month, at Cove View as well as Elinor Peak. James is collecting quotes and getting them scheduled.

New Business :

9) **Commissioners Comments:**

The board thanked the staff for doing a good job.

Meeting Adjourned at 6:04 pm.

April 26, 2022 Meeting Minutes Approved by:

Commissioner Pope _____ Date: May 10, 2022

Commissioner Satran-Loudin _____ Date: May 10, 2022

Commissioner Born _____ Date: May 10, 2022

