

Belfair Sewer Advisory Committee

Meeting Minutes – Thursday, November 20, 2014

http://www.co.mason.wa.us/ac/belfair_sewer/

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Regular meeting called to order on November 20, at 6:08 pm by Jack Johnson, Chair.

Members: Jack Johnson, Jennifer Hines, Judy Scott, Bob Harris, Lee Swoboda. Not present: Rob Drexler, Greg Waggett, Erika Schwender

County staff: John Cunningham. Not present: Brian Matthews

Guests: Jeff Carey

Motion: Jennifer moved to accept the minutes as emailed. Judy seconded. Motion passed.

Motion: Jennifer moved to accept the agenda as amended. Judy seconded. Motion passed.

Discussion item: Housekeeping issues. Annetta Knight has resigned from the Committee. Randy continues to recuse himself from Committee meetings. Erika Schwender is now onboard and will be staff liaison to the Committee.

Action item: Remove Annetta from Committee roster and email list. Remove Randy from Committee roster but not the email list. Add Erika to the Committee roster and email list. **Action:** All

Discussion item: Judy offered each member a hard copy of a software slide presentation the Port of Allyn provided as training to its commissioners on the Open Public Meeting/Document Act.

Discussion item: The Board of County Commissioners (BOCC) extended the Committee's duration without changing our charter. The sense of the Committee is that we have the opportunity to provide additional recommendations as they relate to the Committee objectives assigned by the BOCC. We will discuss additional recommendations such as the need for the "Belfair bypass" to facilitate system growth, acquiring easements for future sewer mains, system expansion outside the UGA, multi-jurisdictional coalitions¹ and special assessments^{2,3} as issues become relevant to our deliberations.

Discussion item: The Committee reviewed the draft of the correspondence to the BOCC concerning recommendations 7, 8, 12 and 17, which require action by the BOCC or County staff and are therefore beyond the purview of the Committee. We approved the draft with minor wordsmithing.

Motion: Jennifer moved to accept the draft communication as modified. Judy seconded. Motion passed.

Action item: Email a final copy of the document to Jack for action. **Action:** Lee

Action item: Coordinate with Brian to present the document to the BOCC. **Action:** Jack

Discussion item: The Committee discussed the appropriate process for passing Committee results to the BOCC. The sense of the Committee is that the most effective method is to draft proposed resolutions for Brian or Erika to present to the BOCC. This approach would provide a turnkey product the BOCC can modify and discuss.

Discussion item: The Committee reviewed the draft of the report from the Group 2 subcommittee (formation of a Citizens Utilities Advisory Committee). The sense of the Committee is that we should include a mission statement as well as the objectives in the subcommittee report in our proposed resolution to the BOCC. Action on the report was deferred pending a chance for Committee members to review and comment. We agreed that the review could be effectively accomplished by email.

1 Weeks, Gordon. "Shelton, Port Angeles propose Sewer Funding Coalition." *Mason County Journal*. Nov 13, 2014.

2 Henry, Chris. "Taxing district proposed to keep Long Lake clean, safe." *Kitsap Sun*. Mar 21, 2014.

<<http://www.kitsapsun.com/news/local-news/environment/taxing-district-proposed-to-keep-long-lake-clean>>

3 Henry, Chris. "Vote set for Long Lake residents." *Kitsap Sun*, Nov 12, 2014. <http://www.kitsapsun.com/news/local-news/lake-management-district-vote-to-proceed_78640266>

Action item: Draft a proposed resolution, including a mission statement and the items in the subcommittee report, and forward it to the email list for review. **Action:** Lee

Action item: Forward comments on the draft resolution to the email list, including the official Committee email⁴. **Action:** All

Action item: Edit the draft resolution to include comments for review at the next Committee meeting. **Action:** Lee

Discussion item: Jack reported the results from the Group 3 subcommittee (Phase 2 low-pressure, low-cost sewer system). The process required to develop the information the County staff will need to prepare public bid documents is:

- Obtain GIS (geographic information system) CAD (computer-aided design) data, aerial photography and parcel information for the Belfair UGA from the Assessor
- Provide a “best guess” as to the potential future development of unbuilt parcels as a guide for notional design
- Work with E|One Sewer Systems to develop a notional design for buildout of low-pressure intercepting and lateral sewerage for the unsewered areas of the Belfair UGA
- Contact a piping and equipment vendor to develop a rough order-of-magnitude (ballpark) estimate of piping and pump station material costs for the notional design
- Contact a general contractor to develop a rough order-of-magnitude estimate of installation costs for the notional design

The Committee discussed what authorization we needed to begin this process. The sense of the Committee is that the BOCC’s approval of our recommendation 3 to “actively pursue” constructing a low capital cost, low-pressure sewer system allowed us to proceed with further investigation as long as **all information obtained will be *pro bono* and no action by the Committee will incur costs to the County without prior authorization or commit the County to any future obligation.**

Motion: Lee moved the Group 3 subcommittee and other interested parties commence the process of collecting the data necessary for the County to develop public bid documents for Committee recommendation 3. Jennifer seconded. The motion passed.

Action item: Coordinate with Brian and his staff to begin the process. **Action:** Jack

Staff update

None

Public comment

Jeff provided comments during Committee discussion, which have been incorporated.

Meeting adjourned at 7:28 pm.

Next meeting: December 18 at 6:00 pm in the Port of Allyn conference room.

Respectfully submitted,
Judy Scott, secretary
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⁴ To comply with the Open Public Records Act and assure Committee transparency