

Belfair Water District #1  
July 10, 2018  
Regular Meeting  
6 p.m.

**Commissioners Present**

Linnie Griffin  
Jill Satran-Loudin  
Mike Pope

**Staff Present**

Dale Webb  
Sherri LaHaie  
Jim Freeman

**Guest**

Kaye Massey

- 1) Commissioner Griffin called the meeting to order at 6:00 pm / Flag Salute.
- 2) Public Comments – No public comments.
- 3) Accounts Payable were read by Commissioner Pope. A Motion was made by Commissioner Pope to Accept and Approve Accounts Payable Warrants #7633 - #7662. Commissioner Satran-Loudin 2<sup>nd</sup> the Motion. Commissioner Griffin called for the vote.

Motion Carried 3 Ayes and 0 Nays

- 4) Motion was made by Commissioner Satran-Loudin to approve the Meeting Minutes from the June 26, 2018 meeting. The Motion was 2<sup>nd</sup> by Commissioner Pope. Commissioner Griffin called for the vote.

Motion Carried 3 Ayes and 0 Nays

A comment was made by Commissioner Satran-Loudin regarding bills being high, but Commissioner Griffin assured it is due to summer maintenance and operations..

- 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 Pope Motioned to approve and accept the Petty Cash & Cash Drawers as shown on the agenda. Motion 2<sup>nd</sup> by Commissioner Satran-Loudin. Commissioner Griffin called for the vote.

Motion Carried 3 Ayes, 0 Nays

- 6) **Business to be Completed – Nothing new.**

- 7) **Manager Update:**

**State Audit 2018** – The audit is now underway and the auditor has stated that there are 80 hours budgeted for this audit, but she does not think it will take that long. Sherri is working with her and representing the District well.

**Developer Standards, Developer Contract and Fee Policies** – Still in process.

**Overton and Associates, Developer Extension Contract** – Construction is scheduled to begin at Belfair Tower on Monday, July 16<sup>th</sup>. Webb will be reviewing the plans with Freeman prior to then and making sure they are in agreement on the design and scope.



**Comp Plan/Stantec** – Stantec is still assembling the data. Foxfire took quite a while finishing the report, but all information from the tests is now there and they are working with it. Webb is working with Foxfire and will forward information to Pam at Stantec.

**Wellhead Protection Plan** – Responding to Pacific Groundwater Group currently with a bit more information and then draft should be forthcoming. This will all tie in with the Comp Plan.

**Maintenance and Operations** – Field staff have been working on pressure washing and repairing at the sites. Razor Road is mostly done with the exception of building paint. Hummingbird is close behind on the painting schedule. 39 Acres has been pressure washed and we will be doing a few repairs there also. The crew has really done a great job of taking on projects as well as maintaining the Shop area. Flushing was done at Hummingbird again for a couple days to develop the well a little further because we had one call for cloudy water and one other resident Webb spoke with said the same time frame that they saw some discoloration. It has been flowing clean last two days and is now back online. Sherri is working with the auditor as well as reconciles and working with the remainder of all other issues with Webb. We are continuing to work on our processes internally to be more efficient and simplify any that we can while maintaining accountability. Sherri is also preparing for the Department of Retirement Systems audit and with BIAS to pull data.

**Romance Hill Control Reprogramming** – On the list.

**Hummingbird Well site** – Online.

**Well #1** – Running well.

**DOR Audit/Appeal process** – We will be meeting with Tom Burke at the office at 10am on 12<sup>th</sup> of July and then on the 17<sup>th</sup> of July at 9:30am at the Tumwater DOR office. Hoping that Commissioner Pope will be able to attend these meetings with Webb.

- 8) **SR-3 Project** – Still have not received their invoice. Will keep Board posted.
- 9) **New Business** – Commissioner Griffin asked if the towing agreement is with a local company, and Freeman responded by saying it's still being worked through. Webb handed out updated copies of the budget and Commissioners Griffin and Satran-Loudin said it looked good. Commissioner Griffin likes how it's color coded and looks clean.
- 10) **Commissioners Comments** – Commissioner Satran-Loudin thanked the staff; Commissioner Pope 2<sup>nd</sup> her comment. Commissioner Griffin is verbally said she was pleased, and also brought up for Sherri to look into being a Notary. Sherri agreed to look into it and get the process started. All three Commissioners are in agreement to attend the Fall Conference in Spokane and will be needing to set up reservations soon.

Commissioner Griffin asked to have \$10 less per meeting for tax purposes. Webb and LaHaie will be checking how the process works.

Meeting Adjourned 6:30 pm

July 10, 2018 Meeting Minutes Approved by:

Commissioner Pope  Date: July 24, 2018

Commissioner Satran-Loudin  Date: July 24, 2018

Commissioner Griffin  Date: July 24, 2018