

Belfair Water District #1  
August 14, 2018  
Regular Meeting  
6 p.m.

**Commissioners Present**

Linnie Griffin  
Jill Satran-Loudin  
Mike Pope

**Staff Present**

Dale Webb  
Sherri LaHaie

**Guest**

- 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 Satran-Loudin to Accept and Approve Accounts Payable Warrants #7680 - #7710. Commissioner Pope 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 Pope to approve the Meeting Minutes from the July 24, 2018 meeting. The Motion was 2<sup>nd</sup> by Commissioner Griffin. Commissioner Griffin called for the vote.

Motion Carried 3 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 Satran-Loudin verified before today's meeting. Commissioner Satran-Loudin Motioned to approve and accept the Petty Cash & Cash Drawers as shown on the agenda. Motion 2<sup>nd</sup> by Commissioner Pope. Commissioner Griffin called for the vote.

Motion Carried 3 Ayes, 0 Nays

- 6) **Business to be Completed –**

- 7) **Manager Update:**

**Theler Center Fire Line DEC** – North Mason Schools sent the check for DEC fees. Fire line is on and as soon as the rest of the bon paperwork comes in, we will begin the countdown to the two-year bond release.

**State Audit 2018** – April Taylor wrapped up the audit last week and Webb is very pleased with the Timeframe. Webb and LaHaie met her Thursday before she left and went over the audit. The Exit Audit is scheduled for August 30<sup>th</sup> at 2pm. Webb is hoping that there are no findings this time and will possibly have a one year reprieve to implement policies and processes that we discussed with the SAO. Ms. Taylor says there are 70-plus hours left on the table from the estimate and we are doing well.

**Department of Retirement Audit** – Sharon from the DRS cad and did an exit with LaHaie and Webb on August 6<sup>th</sup>. Webb handed out packets to the Commissioners from Sharon to look at the results. It was very short and there were no issues of non-compliance that Webb recalls.



**Developer Standards, Developer Contract and Fee Policies** – Now that the audits are closing, we will be moving forward on policies and standards. Staff and Webb will be working on cross-connection, rates and fees, employee policies and Standards and Specifications.

**Overton and Associates, Developer Extension Contract** – SCJ Alliance has begun engineering for the Park and Ride, Mason Transit building, and roundabout at Log Yard. Conversations with them are just starting now and we are waiting on Zephyr to get started.

**Comp Plan/Stantec/Wellhead Protection Plan** – Webb send more information to them and will be sending more this week. Also will be meeting with the engineer from the Wellhead plan to go over some issues we may be facing with other well sites.

**Maintenance and Operations** – It has been very busy. Romance Hill is now painted and cleaned up. New locksets have been implemented and lights are working onsite. Towing signs are up at all well sites and posts are set at 39 Acres, and a leak was repaired at Cove View. Razor Road booster pump has been repaired at Scaini's property. Flushing at Hummingbird as well as Elinor Place. New locksets have been added at all well sites as well as most of the District office. Lights around the office have been repaired or replaced. Flag pole has been attended to. Working with Mason County for water at lift station, as well as sidewalk project on Old Belfair Highway. Also working with property owner for getting connection for small housing development for possible 20 more connections.

**Hummingbird Well Site** – Flushing has been done at the site to get clean; meeting with hydrogeologist to discuss options and will update the Board as it develops.

**DOR Audit/Appeal process** – Waiting for comment from DOR.

**SR-3 Project: DOT Final Invoice** - LaHaie and Webb are going through filing the draw for the WSDOT invoice and will be working with Ambrea at the USDA to begin the final closeout process. We will be filling out and filing paperwork with her to finalize the not and convert it.

**New Business** – Webb mentioned the owner of the strip mall at Papa Murphy's has had a leak for about 6-8 months and that the District is working with him on leak adjustment. Their monthly bill is around \$14,000-\$15,000. Webb advised the owner to get the leak fixed (which he did). Commissioner Pope pointed out that we need to look into the last date of their previous adjustment. Commissioners unanimously agreed that if it fits the parameters for leak adjustment, then go ahead and process, no vote necessary.

Webb also mentioned that Freeman and Q. Satran changed out the meter by Olympic Savings to 1 ½" meter.

- 8) **Commissioners Comments** – Commissioner Griffin passed around the WASWD brochure for information and thanked each individual staff member. Commissioner Griffin also asked LaHaie the status of her being a Notary, to which LaHaie replied that she applied for the bond and it is in process. Commissioner Pope said that looks like more crushed rock is needed behind the buildings at the District and that he will find out how much it would cost for more crushed rock. Webb thanked the Board for their support. No other comments were made.

Meeting Adjourned 6:54 pm

August 14, 2018 Meeting Minutes Approved by:

Commissioner Pope Mila Pope Date: August 27, 2018

Commissioner Satran-Loudin Joe Satran-Loudin Date: August 27, 2018

Commissioner Griffin Linn Griffin Date: August 27, 2018