

Belfair Water District #1
May 8, 2018
Regular Meeting
6 p.m.

Commissioners Present

Linnie Griffin
Jill Satran-Loudin
Mike Pope (Absent)

Staff Present

Dale Webb
Sherri LaHaie

Guest

Kaye Massey

Meeting started without District Manager, Dale Webb, who received an emergency locate and had to go to the site at 5:45 pm. Webb returned at 6:02 pm.

- 1) Commissioner Griffin called the meeting to order at 6:04 pm / Flag Salute.
- 2) Public Comments – No public comments.
- 3) Accounts Payable were read by Commissioner Griffin. A Motion was made by Commissioner Satran-Loudin to Accept and Approve Accounts Payable Warrants #7537 - #7566. Commissioner Griffin 2nd the Motion. Commissioner Griffin called for the vote.

Motion Carried 2 Ayes and 0 Nays, 1 Absent

- 4) Motion was made by Commissioner Satran-Loudin to approve the Meeting Minutes from the April 24, 2018 meeting. The Motion was 2nd by Commissioner Griffin. Commissioner Griffin called for the vote.

Motion Carried 2 Ayes and 0 Nays, 1 Absent

- 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 2nd by Commissioner Griffin. Commissioner Griffin called for the vote.

Motion Carried 2 Ayes, 0 Nays, 1 Absent

- 6) Business to be Completed –

- Contract Agreement – Still being worked on; Commissioner Griffin asked Commissioner Satran-Loudin to read on her own time
- Update on fees – Webb would like comments and input from the Board regarding the fee structure. Commissioner Griffin asked Commissioner Satran-Loudin to read and sign the documents
- Public Works – State still working on this

7) **Manager Update:**

Developer Standards and Contract and Fee Policies – Focus has been on the Annual Report which Webb and LaHaie have completed and is being reviewed by BIAS. We will be making final corrections and filing very soon. We have also entered the budget numbers into BIAS which will streamline this process moving forward.

Webb told the Board the Standards and Contract fee policies are at the top of his agenda but needs time to get answers to some questions and needs time to research more information. Part of the process is to check other district fees and make sure we are doing due diligence to present a complete product draft to review. Webb plans on putting something together for the next Board meeting.

Overton and Associates, Developer Extension Contract – Test dug today for the connection to the 16" main, discovered there is an isolation valve and will be starting the project around the 1st of June. Webb said the part has been ordered, timeframe around the 1st of June.

Comp Plan/Stantec – Preparing to send more data this week, will likely be sent tomorrow.

Wellhead Protection Plan – Reviewing the action plan from the last comp plan to help develop the action plan for this one. As soon as that process is done, then we will be receiving the draft plan.

Romance Hill Control Reprogramming – Scheduled to have a VFD programmer here next week to look at the situation, then we will evaluate from there. Power bill is down a bit more after the condos fixed another leak. The bill is a little over \$400, down from around \$1000-\$1200.

Hummingbird Well site – Nicholson is scheduled to be here 15th and 16th of this month and will update the Board on that progress after the treatment. Webb will update the Board at the next meeting.

Well #1 – Working well, the warmer weather is starting to increase run times, so getting Hummingbird back online would be helpful, but no issues so far to report.

DOR Audit/Appeal process – Still waiting to meet on the 30th of May to prepare for the meeting in Tumwater on the 4th of June.

8) **SR-3 Project** – Waiting on DOR appeal.

9) **New Business** – No new business to report per Webb. Commissioner Satran-Loudin said she got a phone call from the owner of the duplex regarding his meter. Webb said he told the owner we would interrogate the meter to get an idea of how much to process for a leak adjustment. Commissioner Griffin said any adjustments need to be on the agenda.

10) **Commissioners Comments** – Commissioner Satran-Loudin said the staff is doing an awesome job. Commissioner Griffin was pleased that the staff is doing the Annual Report. Webb said we had a great turn out on the Community Event on May 5, 2018. LaHaie was happy to report that our two summer interns, Quincy Satran and Alex Gobble will be returning for the summer. Webb mentioned there is a possibility of hiring an additional person for the summer.

Guest Kaye Massey mentioned that she is helping to set up programs in the community for South and North Mason County Fire Districts to receive accolades for National Attention Recognition for the Opioid epidemic. They are working with the Health Department and Peninsula Health to provide programs, needle exchange, counseling and resources. Books will be published for more information.

Meeting Adjourned 6:35 pm

May 8, 2018 Meeting Minutes Approved by:

Commissioner Pope *Miko D Pope* Date: May 22, 2018

Commissioner Satran-Loudin *Elizabeth Satran-Loudin* Date: May 22, 2018

Commissioner Griffin *Lynne Griffin* Date: May 22, 2018

BE FAIR WATER
DISTRICT No.1

360.275.3008