

Belfair Water District #1
November 13, 2018
Regular Meeting
6 p.m.

Commissioners Present

Linnie Griffin
Jill Satran-Loudin
Mike Pope

Staff Present

Dale Webb
Sherri LaHaie
James 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 #7827 - #7854. Commissioner Satran-Loudin 2nd 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 October 23, 2018 meeting. The Motion was 2nd by Commissioner Pope. 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 Pope Read and Motioned to Accept and Approved Petty Cash & Cash Drawers as shown on the agenda. Motion 2nd by Commissioner Satran-Loudin. Commissioner Griffin called for the vote.

Motion Carried 3 Ayes, 0 Nays

- 6) **Business to be Completed** – No comments.

- 7) **Manager Update:**

Developer Standards, Developer Contract and Fee Policies – In process, no change.

Overton and Associates, Developer Extension Contract – Project is very close to completing initial construction.

Comp Plan/Stantec/Wellhead Protection Plan – Same, no added change or comments.

Yaweh Manor Developer Extension – Same, no news.

Interlocal Agreement with Mason County – Interlocal Agreement has been sent and is now awaiting it being accepted and signed by Mason County.

Maintenance and Operations:

- The Cross-Connection Program is coming along very well. Staff has been busy putting it all together and will probably be ready to present to the Board next meeting on the 27th.
- The USDA Loan is now funded and the bond has been processed. In the next week Webb and LaHaie will begin arranging the accounts with Mason County to reflect both the USDA loans and adjusting the District's monthly transfers to reflect the proper amortization schedule.
- Webb and LaHaie will be presenting the new budget at the meeting on the 27th for the Board to review and discuss, with the plan of finalizing our 2019 budget on December 11th.
- WIFI has been updated and mailed off to the State.

DOR Audit/Appeal Process – Ne news yet.

New Business:

Resolution 2018-04 – Repealing Resolution 07-11, automatic transfer by Mason County of \$500.00 per month to the Construction account. Based on requirements of the USDA loan, District staff will make the monthly transfers to the accounts thereafter.

Motion Made by Commissioner Pope to Accept Resolution 2018-04 to repeal Resolution 07-11. Commissioner Satran-Loudin 2nd the Motion. Commissioner Griffin called for the vote.

Motion Carried 3 Ayes, 0 Nays

- 8) **Commissioners Comments** – Commissioner Satran-Loudin asked if we were still doing the flushing, and Freeman responded by saying the south end of the District is done. Commissioner Griffin asked Freeman about the meters being changed, and Freeman told the Board 20 meters have been changed out in the last couple of weeks. He has been selling the Sensus meters and then purchasing the Neptunes. Kaye Massey asked if the old ones were being replaced. Commissioner Satran-Loudin responded by saying the Sensus meters are not good. Commissioner Pope agreed and said there have been programming problems with the Sensus meters. Commissioner Satran-Loudin asked about the leaks at Sandy's Store. Freeman addressed and fixed the issue. Freeman stated that he is working with the Belfair Motel owner. He is trying to catch the high usage and letting the owner know.

Meeting Adjourned 6: 28 pm

November 13, 2018 Meeting Minutes Approved by:

Commissioner Pope *Phil D Pope* Date: November 27, 2018

Commissioner Satran-Loudin *Spur Satran-Loudin* Date: November 27, 2018

Commissioner Griffin *Linnie Griffin* Date: November 27 2018