

Belfair Water District #1  
October 23, 2018  
Regular Meeting  
6 p.m.

**Commissioners Present**

Linnie Griffin  
Jill Satran-Loudin  
Mike Pope (Absent)

**Staff Present**

Dale Webb  
Sherri LaHaie  
James Freeman

**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 Satran-Loudin. A Motion was made by Commissioner Satran-Loudin to Accept and Approve Accounts Payable Warrants #7774 - #7826. Commissioner Griffin 2<sup>nd</sup> 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 September 25, 2018 meeting. The Motion was 2<sup>nd</sup> by Commissioner Griffin. Commissioner Griffin called for the vote.

Motion Carried 2 Ayes and 0 Nays, 1 Absent

- 5) Motion was Made by Commissioner Satran-Loudin to approve Meeting Minutes that stated October 9<sup>th</sup> Meeting was cancelled due to lack of quorum. Commissioner Griffin 2<sup>nd</sup> the vote. Commissioner Griffin called for the vote.

Motion Carried 2 Ayes and 0 Nays, 1 Absent

- 6) 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 Griffin. Commissioner Griffin called for the vote.

Motion Carried 2 Ayes, 0 Nays, 0 Nays

- 7) **Business to be Completed** – Commissioner Griffin and LaHaie attended the Semi-Annual Membership Meeting on October 18. Topics of discussion were legal updates, how to fire, legal endorsements and voting in new members. Next meeting will be held in March 2019. Commissioner Griffin along with Webb, attended the Community Voice at the Hub on October 22. Webb spoke at this event, along with other guests from the community. Commissioner Griffin said it was informal and good PR for the District. Commissioner Griffin appreciated Jim's site photos and liked how nicely framed they are.
- 8) Manager requested an Executive Session with Board. Commissioner Griffin granted 8 minutes. Started at 6:13pm; Ended 6:15pm. Motion was made by Commissioner Satran-Loudin to Approve James Freeman from Field Tech II to Field Tech III as of October 1, 2018. Commissioner Griffin 2<sup>nd</sup> the Motion. Commissioner Griffin called for the vote.



Motion Carried 2 Ayes, 0 Nays, 1 Absent

Commissioner Griffin and Commissioner Satran-Loudin expressed how happy they were to have Freeman as part of our team at the District.

9) **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.

**Yaweh Manor Developer Extension** – Same, no news.

**Interlocal Agreement with Mason County** – Webb has been working with Mason County to arrange an agreement that would benefit both entities. (Webb provided copies for the Commissioners). Webb asked for the Board's approval to be able to move on with this, pending review by the Risk Pool at a minimum. Webb asked the Board to review and then address any concerns.

Motion made by Commissioner Satran-Loudin to accept the Agreement between Mason County and Belfair Water District #1. Commissioner Griffin 2<sup>nd</sup> the Motion. Commissioner Griffin called for the vote.

Motion Carried 2 Ayes, 0 Nays, 1 Absent

**Maintenance and Operations** – Flushing is now completed on the south end of the District. (All of 106 & Rasor). The handicap ramp has now been rebuilt and painted. It was rotted through in places and becoming unsafe and needed to get done before winter weather sets in. Webb has been continuing to gather information on the wells. Thanks to Commissioner Griffin for finding some valuable information while organizing records. Webb said he has forwarded more information to the hydrogeologist for his review and are awaiting his comment.

All the state testing with the exception of November and December BacT's have been turned in and completed. Webb thanked Freeman for getting the schedule up to speed and completed with time to spare.

**DOR Audit/Appeal Process** – Waiting for another opinion from the Risk Pool. LaHaie pointed out that while she was processing the monthly DOR transaction, that the DOR website shows a balance due of over \$60,000.

**SR-3 Project: DOT Final Invoice \$52,411.64** – Final outlay is complete and now in process of fast tracking close out of the loan to meet the deadline for the bond. Hopefully will have final resolution before the Board at our meeting on the 23<sup>rd</sup>. The deadline is Nov. 3<sup>rd</sup>. Webb was under the impression that it was on the 13<sup>th</sup>. LaHaie and Webb will be focusing on this.

10) **New Business –**

Resolution 2018-03, USDA Bond 2015B Conversion to loan – Documents to be signed and Webb/LaHaie will proceed with gathering signatures from Mason County. Goal is for disbursement of funds on the 1<sup>st</sup>. A Motion was made by Commissioner Satran-Loudin to Accept Belfair Water District #1 Resolution 2018-03 for the Water Revenue Bond Conversion. Commissioner Griffin 2<sup>nd</sup> the Motion. Commissioner Griffin called for the vote.

Motion Carried 2 Ayes, 0 Nays, 1 Absent

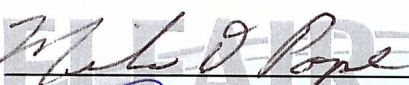
Webb also discussed the Budget (copies provided to the Board). Revenues are looking strong.

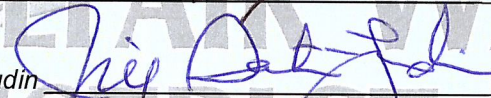


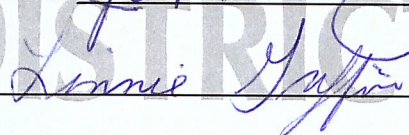
- 11) **Commissioners Comments** – Commissioner Satran-Loudin thanked the staff. Commissioner Griffin inquired about the ceiling needs to be repaired in the garage. Freeman is aware and will address it next year. Commissioner Griffin asked Freeman if he had any comments, and Freeman told the Board he is happy to be a member of the District. Commissioner Griffin asked LaHaie if she had any comments, and LaHaie said she enjoyed attending the WSRMP Semi-Annual meeting. Webb thanked the staff and Board.

Meeting Adjourned 6:51pm

October 23, 2018 Meeting Minutes Approved by:

Commissioner Pope  Date: November 13, 2018

Commissioner Satran-Loudin  Date: November 13, 2018

Commissioner Griffin  Date: November 13, 2018

ESTABLISHED 1966

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