

Belfair Water District #1
November 27, 2018
Regular Meeting
6 p.m.

Commissioners Present

Linnie Griffin
Jill Satran-Loudin
Mike Pope

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 Pope. A Motion was made by Commissioner Pope to Accept and Approve Accounts Payable Warrants #7855 - #7871. 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 November 13, 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** – Commissioner Satran-Loudin asked about the locate for new sidewalk on Old Belfair Highway. Freeman said the contractors will be putting signage for the project.

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. Next Monday Webb and Freeman will install a sample station near the end of line.

Comp Plan/Stantec/Wellhead Protection Plan – Webb talked to Pam, and she will be sending a memo soon on how to approach DOH. She stated everything looks good so far with the Comp Plan.

Yaweh Manor Developer Extension – Same, no news.

Interlocal Agreement with Mason County – Interlocal Agreement has been accepted and signed by Mason County.

Maintenance and Operations:

- The Cross-Connection Program – Freeman and staff are working on it.
- Budgeting process and adding new account for USDA B – Webb handed out copies of the 2019 draft budget to the Board.
- Maintenance and vehicles and equipment – Freeman taking care of vehicles and making sure all is in working order.

DOR Audit/Appeal Process – No news yet.

New Business:

BWD#1 Cross Connection Control Policy and Program (Review for 12/11/18) (Resolution 2018-05)
James Freeman will be presenting to the Board for review, brief bullet points – Freeman handed out informational packets for the Board to review and briefed them on an updated Mission Statement and the cross-connection processes.

- 8) **Commissioners Comments** – Commissioner Satran-Loudin asked if there used to be a fund for equipment. Commissioner Pope mentioned that it was a general fund. Webb told Board that there will be new monthly transfers starting in December to cover USDA B loan, and staff will have a more watchful eye on processing invoices to correct accounts. Commissioner Griffin praised the work that was done with the Budget and thanked the staff.

Meeting Adjourned 6:50 pm

November 27, 2018 Meeting Minutes Approved by:

Commissioner Pope _____ Date: December 11, 2018

Commissioner Satran-Loudin _____ Date: December 11, 2018

Commissioner Griffin _____ Date: December 11, 2018

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