

Belfair Water District #1
September 11, 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 Satran-Loudin to Accept and Approve Accounts Payable Warrants #7726 - #7756. Commissioner Pope 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 August 28, 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 Motioned to approve and accept the 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** – Reservations for Fall Conference have been confirmed. Commissioner Griffin stated she will try to have a chat with Stantec regarding the Comp Plan. Commissioner Griffin asked LaHaie about where she was with the process of becoming a Notary, and LaHaie told her that all the documentation has been sent and now awaiting to hear back from the state. Commissioner Griffin is pleased with the grounds and liked the photos of Hummingbird. Webb mentioned that the District will be displaying a sign in the lobby notifying the public that he is the Public Relations Officer for records to meet requirements.

7) **Manager Update:**

State Audit 2018 – The Exit Conference with SAO was held on August 30th. Webb thanked Commissioner Pope for attending and representing the Board. The audit went very well. Webb was happy to announce that there will be no audit in 2019. The staff will be working on implementing changes and policies to further address any issues noted.

Developer Standards, Developer Contract and Fee Policies – Still in process; Webb is delegating staff to assist.

Overton and Associates, Developer Extension Contract – Construction is scheduled to begin next week.

Comp Plan/Stantec/Wellhead Protection Plan – In process.

Yaweh Manor Developer Extension – Rich Moore with South Sound Construction is starting his development to be called Yahweh Manor, a subsidized senior housing. To start, there will be a hot tap and extension into the property to get out the county ROW. Tap is scheduled for the 19th. Staff will inspect and witness the tap. Location is near Mosquito Fleet.

Hummingbird Well Site – Currently on hold.

Well #1, #2 – Preliminary testing on Well 2 has identified that the pump is mostly nonfunctioning. Will be looking into further testing to gather information on the feasibility of this water source for possible flooded suction booster into system.

Well 1 is functioning well.

DOR Audit/Appeal Process – Waiting for DOR response.

SR-3 Project: DOT Final Invoice - Waiting for Outlay 11 disbursement.

New Business –

Graham water use – Walter Graham (son of property owner, who is in a nursing home), called and said there was a leak at his mother's house. Water was shut off - Graham said that the water was locked out and shut off since 2014 when his mother moved out. They have paid the water bills and Webb is looking into usage records. Meter interrogation was done and use started suddenly and then stopped after a month of use. Interrogation shows no leak, only extreme use, then nothing for a day or two, then more use. No one has lived at the residence since 2014. The owner believed it to be locked out. It is in Webb's opinion that this water was stolen from the owner and Webb assumes the lock was cut on the meter and turned on. Webb has seen no evidence of a leak that would amount to \$1600 worth of water. Webb asked the Board to make a Motion to forgive this water usage as stolen water, if it can be verified that there was no usage in the last few years. The meter has been relocked and Staff is periodically checking on it. The owner has paid the monthly bills diligently in anticipation of someday being able to build a new residence on this lot for the son's retirement, and only occasionally are able to come out and check on the property, as Graham lives in another city.

Motion Made by Commissioner Pope for forgiveness of Graham's bill. Commissioner Satran-Loudin 2nd the vote. Commissioner Griffin called for the vote.

Motion Carried 3 Ayes, 0 Nays

- 8) **Commissioners Comments** – Commissioner Pope wanted to let the Board know how pleased he was with the audit. Commissioner Satran-Loudin thanked the staff. Commissioner Pope asked Freeman if he had enough tools, and Freeman responded by saying we're doing okay. LaHaie asked Commissioner Satran-Loudin if she wanted to pursue checking into retirement eligibility with the District, and she did agree that she wanted to check into it with staff. Webb thanked the Board and staff.

Meeting Adjourned 6:30 pm

September 11, 2018 Meeting Minutes Approved by:

Commissioner Pope Milo D Pope Date: September 25, 2018

Commissioner Satran-Loudin Joe Satran-Loudin Date: September 25, 2018

Commissioner Griffin Laura Griffin Date: September 25, 2018

**BELFAIR WATER
DISTRICT No.1**

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