

Belfair Water District #1  
September 25, 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 Satran-Loudin to Accept and Approve Accounts Payable Warrants #7757 - #7773. Commissioner Pope 2<sup>nd</sup> 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 September 11, 2018 meeting. The Motion was 2<sup>nd</sup> 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 2<sup>nd</sup> by Commissioner Satran-Loudin. Commissioner Griffin called for the vote.

Motion Carried 3 Ayes, 0 Nays

- 6) **Business to be Completed** – Commissioner Satran-Loudin retirement system update - LaHaie researched and contacted DRS to find out the process of enrolling Commissioner Satran-Loudin to BWD#1 retirement benefits. The DRS rep will be sending Commissioner Satran-Loudin a packet in the mail for her to review.

- 7) **Manager Update -**

WASWD Fall Conference – Commissioner Griffin was happy to see managers and other Board Members attend the conference and was able to gather information on the Legislature. All the Board Members agreed that it was a good conference; the venue and food were great. Webb noted that he noticed a difference between the Spring and Fall Conference in how our District is portrayed. He mentioned that folks from other Districts are starting to view us in a positive light and received many compliments.

Commissioner Griffin asked Freeman about water flushing signs, and Freeman told the Board that five signs have been ordered. They are weatherproof the intent will be to put them out 2-3 days in advance of flushing. It will also be added to the website.

**Developer Standards, Developer Contract and Fee Policies – In process.**



**Overton and Associates, Developer Extension Contract** – 1700' of 12" ductile iron pipe has been installed thus far. It is probable that an additional 600' will be added at the end due to pipe on hand. Webb should be receiving plans soon for the Transit Authority Development to start that process.

**Comp Plan/Stantec/Wellhead Protection Plan** – Webb will be meeting with Stantec to go over timelines and remaining work soon.

**Yaweh Manor Developer Extension** – 8" tap was done last week (Thursday) and Webb will be working with the developer going forward as the development progresses.

**Maintenance and Operations** - Gutters were installed on the shop and at Rasor and Hummingbird sites. With the rain, it has been noticed that the boards on the buildings are staying drier and will protect the buildings going forward.

Barricades were ordered and will be receiving quotes for signage and flushing. Staff intends to begin flushing the system very soon. Estimation of around \$150/ea completed sign for qty of 5.

Have not yet received a bill from Zephyrs for helping with the main break at the school last week, but the tree work is \$1200.00 for the removal and disposal of the offending tree. The school staff was very happy for the District's quick and professional handling of the break.

Business as usual now after all the audits and summer work; will be focusing in on policies and continued work with BIAS on our Accounting and Financial policies, preparing for the 3<sup>rd</sup> quarter budget report and getting the 2019 budget prepared for the board's review.

**Hummingbird Well Site** – Still gathering information for this site as well as Well 2. Will update the Board as we progress.

**DOR Audit/Appeal Process** – Currently gathering opinions from the WSRMP. Waiting for DOR's response. Webb has been in contact with Brian Rivera, attorney from Washington State Risk Management Pool, and will be checking with their in-house attorneys.

**SR-3 Project: DOT Final Invoice \$52,411.64** - LaHaie and Webb will begin in earnest the process to close out the USDA BAN 2015B, anticipated closing by month end November 2018.

8) **New Business** –

Commissioner Satran-Loudin thanked Freeman for being available for the water main break at the school and the Yahweh Manor developments. She asked if there were any other pending audits, and Webb assured her there was just the DOR audit that we're still waiting on and that will take some time. Webb told the Board that it was announced in the local paper that there are some plans to build a 100-unit apartment building on Bode Road. More details to follow. LaHaie thanked Freeman as well.

9) **Commissioners Comments** – Commissioner Griffin expressed her gratitude to Freeman and staff regarding the water main break and Yahweh Manor tap.

Meeting Adjourned 6:35

September 25, 2018 Meeting Minutes Approved by:

Commissioner Pope \_\_\_\_\_ Date: October 9, 2018

Commissioner Satran-Loudin *Julie Sat-Loudin* Date: October 9, 2018

Commissioner Griffin *Lynne Griffin* Date: October 9, 2018

**BELFAIR WATER  
DISTRICT No.1**

ESTABLISHED 1966

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