

Belfair Water District #1  
May 14, 2019  
Regular Meeting  
6 p.m.

**Commissioners Present**

Linnie Griffin  
Jill Satran-Loudin  
Mike Pope

**Staff Present**

Dale Webb  
Sherri LaHaie

**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 #8102 - #8140. Commissioner Satran-Loudin 2<sup>nd</sup> the Motion. Commissioner Griffin called for the vote.

Motion Carried 3 Ayes and 0 Nays

- 4) A Motion was made by Commissioner Satran-Loudin to approve the Meeting Minutes from the April 23, 2019 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 Read and Motioned to Accept and Approved 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

**Business to be Completed** – Commissioner Griffin granted a 3-minute Executive Meeting to discuss personnel contract.

Time out: 6:04pm

Time in: 6:06pm

Commissioner Griffin made a Motion to approve personnel contract. Commissioner Pope 2<sup>nd</sup> the Motion.

Motion Carried 3 Ayes and 0 Nays

- 6) **Manager Update:**

**Developer Standards, Developer Contract and Fee Policies** – In process; Webb has given the information to Stantec and Mason County for review and is waiting on those comments. Webb discussed scheduling a meeting with the Fire Marshall's office, and that should be happening soon. Webb took a moment at this point to tell the Board that the annual report was being finalized and Chad from BIAS would be reviewing it before submitting to the SAO.



**Overton and Associates, Developer extension contract** – No change.

**Comp Plan/Stantec/Wellhead Protection Plan** –. Progressing forward with data collection and sending current data forward. Webb went to the City of Shelton and they are being extremely helpful in providing data to forward to Stantec. Still currently in process of gathering additional information.

**Yaweh Manor Developer Extension** – No change.

**Maintenance and Operations:**

Continuing to follow up with high consumption readings and zero consumption readings.

Continuing to stay current and to date with the state on samples; specialized samples are coming up this month.

Consumer Confidence Report has been assembled and draft for review is presented.

Continuing with data in put for the cross-connection program.

Maintaining the well sites and the office site.

Landscape maintenance at all sites and hydrants and various locations is ongoing.

Rebuilt chlorine analyzer at Well 4 and repaired packing leak on shaft; repaired leak in the chlorine distribution system. Cleaning and currently painting building.

Preparing for the Sanitary Survey, which should be coming up this year.

Repaired service line leaks at Rasor, OBH, and Hwy 106 in the last week. Also figured out the valving at Rasor tanks and now marked on the ground.

Gate installed in the lower lot to access and maintain the drains and fence line.

Continuing the work on policies and procedures, as well as finalizing the Annual Report.

**New Business** – Nothing new to report.

- 7) **Commissioners Comments** – Commissioner Griffin inquired about Earl Lincoln on his new food establishment, and Webb replied saying that the County lets him get buckets of water for his food trucks. Commissioner Griffin thanked Webb and staff. Commissioner Satran-Loudin complimented the CCRs.

Meeting Adjourned 6:45 pm

May 14, 2019 Meeting Minutes Approved by:

Commissioner Pope

Date: May 28, 2019

Commissioner Satran-Loudin

Date: May 28, 2019

Commissioner Griffin

Date: May 28, 2019