

Belfair Water District #1
January 22, 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 #7949 - #7968. 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 January 8, 2019 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** – No discussions.

- 7) **Manager Update:**

Developer Standards, Developer Contract and Fee Policies – Same, with some progress being made.

Overton and Associates, Developer extension contract– Zephyrs will be finishing the access road graveling and repairs and the logger still has some equipment up near the site.

Meeting with WA State DOH 1-25-2019 – Webb will be meeting with both Regina and Fern with DOH in Olympia on Friday to discuss future development in our district and the Comp Plan. This will include the data compilation from Stantec and proposed direction, hopefully to expedite the process. Webb will update the Board at the next meeting on that. Webb is also planning on meeting with Stantec in the near future.

Comp Plan/Stantec/Wellhead Protection Plan – Webb and Freeman are reviewing the proposed direction and data compilation from Stantec. Webb will be scheduling a meeting with those involved after the DOH meeting. Working to get the plan moving forward with the least possible alterations.

Yaweh Manor Developer Extension – Same

Maintenance and Operations:

Staff is organizing shop and sorting inventory. Meter replacements continue. Webb and Freeman will be replacing the seals in one of the boosters at Romance that is leaking in the next week. We have finalized the monthly transfers to reflect all the necessary deposits, as well as funded both USDA loans with one payment. We have streamlined the transfer process. "No Trespassing" signs have been hung at all the BWD#1 sites as part of the Wellhead Protection efforts. All the buildings and vehicles now have up-to-date fire extinguishers installed and staff will be doing fire extinguisher training in the next couple weeks. We have sent off a sample of Well 2 sand to the hydrogeologist to examine and are waiting his reply. We have replace a field laptop and have ordered a new desktop computer to run the cross-connection database for the CCP. As the computers we have need to be replaced, we will purchase like machines which will take us into the future for quite some time. On another note, we have streamlined the process for county transfer.

DOR Audit/Appeal Process – Nothing new here at this time to report.

New Business:

Commissioner Pope brought up increasing customer rates an additional 2%, possibly having two increases. He brought up the point that it would be a good idea for the District and to keep current employees at the District. Webb said overall budget for the year looks good and would like to maintain the rate at under \$80.00 and would like to revisit the topic mid-year. Commissioner Satran-Loudin agreed. Also, Webb mentioned that other districts are catching up with our rates, to which Commissioner Satran-Loudin agreed. Webb eluded that it will get better once we have development. Commissioner Griffin recognized that as well. Commissioner Griffin asked Webb to come up with a rate structure by end of February.

- 8) **Commissioners Comments** – Commissioner Griffin requested Commissioner Pope to sign checks on week of February 4, since she will be unavailable. Commissioner Pope asked to be reminded.

Meeting Adjourned 6:44 pm

January 22, 2019 Meeting Minutes Approved by:

Commissioner Pope *Mike Pope* Date: February 26, 2019

Commissioner Satran-Loudin *Joe Sat Jan* Date: February 26, 2019

Commissioner Griffin *Louise Griffin* Date: February 26, 2019