

Belfair Water District #1  
February 26, 2019  
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 #7969 - #8018. Commissioner Satran-Loudin 2<sup>nd</sup> the Motion. Commissioner Griffin called for the vote.

Motion Carried 3 Ayes and 0 Nays

- 4) A correction was made by Commissioner Griffin on the January 22 Minutes under “New Business” on page 2. Commissioner Griffin asked Webb to come up with a “draft” rate structure. LaHaie added “draft” to correct the Minutes. A Motion was made by Commissioner Satran-Loudin to approve the Meeting Minutes from the January 22, 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

- 6) **Business to be Completed** – Commissioner Griffin requested time for the Board to read the DOR Determination Letter. Commissioner Griffin wanted to know if the total amount due to DOR was on the letter and Webb told her that it is on the letter, and they made their decision based on the law. Webb told the Board that he and LaHaie had a phone discussion with our attorney Burke, and basically there are three options. Option one is to pay under protest and move onward; option two is try to contest with Board of Tax Appeals; and option three is pay the assessment under protest and file suit in Superior Court in Lewis County and hope for a refund. Webb’s recommendation would be to pay it under protest and put this behind us. Commissioner Pope recommendation was to pay it under protest and move on. Commissioner Satran-Loudin had no comments. A Motion was Made by Commissioner Pope to pay the claim under protest and move forward.

Motion Carried 3 Ayes and 0 Nays

February 12, 2019 Commissioner Meeting was cancelled due to extreme weather and unsafe conditions for travel and parking at the District. The District office was also closed by General Manager Monday the 11<sup>th</sup> to

Wednesday the 13<sup>th</sup>. Business resumed on the 14<sup>th</sup> and the office was open on Friday the 15<sup>th</sup> to serve anyone who wanted to come in.

7) **Manager Update:**

**Developer Standards, Developer Contract and Fee Policies** – Resolution 19-01 draft for review and discussion and the work in in progress. Commissioner Griffin said if anyone had questions or comments to let Webb know.

**Overton and Associates, Developer extension contract** - Still waiting on.

**Comp Plan/Stantec/Wellhead Protection Plan** – Stantec and Webb are in conversation with the State DOH (Regina) to facilitate moving this forward. Webb expects to meet with Stantec soon to discuss progress. Webb said they are trying to develop a 6-year Comp Plan and want to do a Satellite Management Program for overtaking more connections in the future.

**Yaweh Manor Developer Extension** – Valve can issue is completed.

**Maintenance and Operations:**

Snow greatly interfered with operations but have completed storage and organizational renovations in the shop and are catching up outside in the anticipation of better weather.

The cross-control connection program is installed, and Freeman and Nelson are beginning to enter the data.

Commissioner Griffin has been sorting the files for this year's shredding and disposal and this work is greatly appreciated.

We had a leak on Old Belfair Highway just before the snow and Freeman and Gobble responded and got it shut down and repaired very quickly.

Thanks to Todd Anderson and Bullsye Excavation for a fast response once the snow stopped falling and getting the parking lot cleared and the doors back open.

Work is continuing for all the policy and administrative projects, and LaHaie is preparing for the Annual Report.

**DOR Audit/Appeal Process** – (manager requests executive session) See page 1.

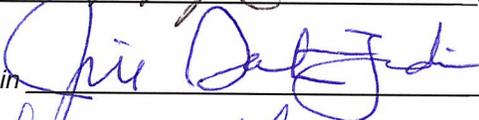
**New Business: N/A**

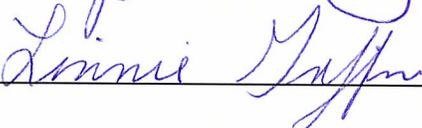
- 8) **Commissioners Comments** – Commissioner Satran-Loudin asked if LaHaie is a Notary, and LaHaie responded yes. Commissioner Satran-Loudin asked if the Port of Bremerton was still looking to connect with Belfair on the sewer lines, and Webb responded that there has been no word yet. He said there was discussions on running new lines and the Port of Bremerton wanting to inter-tie with BWD#1. Commissioner Griffin asked if Freeman had any comments he would like to make, in which Freeman told the Board that during the snow storm, Razor Road was out of power for 3 days, but our generator ran for 55 hours. Webb commented the he would like to see future funding for emergency preparedness. Commissioner Pope had no additional comments; Commissioner Satran-Loudin thanked the Board and staff. Commissioner Griffin said the heating system at the District office was serviced and replaced a new filter.

Meeting Adjourned 6:55 pm

February 26, 2019 Meeting Minutes Approved by:

Commissioner Pope  Date: March 12, 2019

Commissioner Satran-Loudin  Date: March 12, 2019

Commissioner Griffin  Date: March 12, 2019