

Belfair Water District #1  
January 8, 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 #7903 - #7948. Commissioner Satran-Loudin 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 December 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 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 –**

The Commissioners Motioned and Approved to maintain their positions for 2019. A Motion was made by Commissioner Pope for Commissioner Griffin to maintain position as Chair; Commissioner Satran-Loudin as Treasurer; Commissioner Pope as Secretary for 2019. Commissioner Griffin 2<sup>nd</sup> the vote. Commissioner Griffin called for the vote.

Motion Carried 3 Ayes, 0 Nays

Commissioner Griffin thanked Freeman for putting up the new lit up Exit signs.



7) **Manager Update:**

Webb told the Commissioners and staff that 2018 was a great year for the District and thanked everyone; it was mentioned also that Commissioner Pope was missed at the end of year potluck. Webb told the Board that the staff attended the CPR training and are now certified for two years.

**Developer Standards, Developer Contract and Fee Policies – Same**

**Overton and Associates, Developer extension contract**– Webb said the logging at Well 4 is complete and he should be hearing from Zephyr's about the easement. Webb has still not heard from Cascade Floral regarding easement documents.

**Comp Plan/Stantec/Wellhead Protection Plan** – Webb sent more information to Pam at Stantec. He is pushing them more and Commissioner Pope agreed to get it moving.

**Yaweh Manor Developer Extension** – No plans have been submitted yet. Sidewalk project is completed.

**Maintenance and Operations:**

- Repairs to District sites and adding shelf storage in the shop. New lighted Exit signs were put up.
- Continuing to work on switching out meters in the field. Currently 90 still left to do.
- Organizing operations for the 2019 year; setting up files and starting new record storage areas for the 2019 data.
- Going through priorities the best we can at this stage and preparing for projects to be addressed. What's been done, what is still in process and focusing on what's next.
- Scheduling training for the 2019 year.

**DOR Audit/Appeal Process** – No new news yet.

**New Business:**

Commissioner Pope signed the Cross-Connection Resolution No. 2018-05.

- 8) **Commissioners Comments** – Commissioner Griffin would like to attend the Commissioner training in Lynwood. Commissioner Satran-Loudin will be attending as well. Commissioner Pope opted to not attend.

Webb asked Commissioner Pope about gravel. Commissioner Pope said he needed to find someone who will haul it. Webb offered to get a hold of Zephyrs.

Commissioner Griffin asked Freeman if he had any comments, and Freeman said he will be organizing in the shop with new shelves, bins, etc. LaHaie had no comments. Commissioners Satran-Loudin and Pope said the staff is doing an awesome job.

Commissioner Pope noted that for future potlucks, picnics, etc, where all the Commissioners are invited, the District will need to advertise it as a Special Meeting.

Meeting Adjourned 6:35 pm

January 8, 2019 Meeting Minutes Approved by:

Commissioner Pope *M. L. Pope* Date: January 22, 2019

Commissioner Satran-Loudin *J. Sat-Loudin* Date: January 22, 2019

Commissioner Griffin *Linn Griffin* Date: January 22, 2019

# BELFAIR WATER DISTRICT No.1

ESTABLISHED 1966

360·275·3008