

Belfair Water District #1
January 24, 2017
Regular Meeting
6 p.m.

Commissioners Present

Mike Pope (by phone)
Jill Satran-Loudin
Linnie Griffin

Staff Present

Tom Peadon
Sherri LaHaie

Guest

- 1) Commissioner Pope called the meeting to order at 6:00 pm / Flag Salute
- 2) Public Comments – Dan Edwards attended the meeting and asked the Board why the District terminated his wife, Jill Edwards, and had questions about employee's health insurance premiums.
- 3) Accounts Payable were read by Commissioner Pope; A Motion Made by Commissioner Griffin to include Accounts Payable Warrants #6790- #6800, Motion 2nd by Commissioner Satran-Loudin. Commissioner Pope called for the vote.

Motion Carried 3 Ayes and 0 Nays

- 4) Commissioner Griffin asked to strike the comment from January 10 Meeting Minutes to redo the election. Commissioner Griffin Made a Motion to approved corrected Meeting Minutes January 10, 2017. The Motion was 2nd by Commissioner Satran-Loudin to approve the meeting minutes January 10, 2017. Commissioner Pope called for the vote.

Motion Carried 3 Ayes and 0 Nays

- 5) Petty Cash is at \$156.50 Receipts: \$94.00 = \$250.50. The Cash Drawer has \$200.00. Commissioner Griffin verified before today's meeting. Commissioner Satran-Loudin Motioned to accept the Petty Cash & Cash Drawers as shown on the agenda. Motion 2nd by Commissioner Griffin. Commissioner Pope called for the vote.

Motion Carried 3 Ayes and 0 Nays

- 6) Manager Update:

District Retreat – Peadon would like to schedule a District Retreat to talk about the District's Personnel Policy & Procedures Manual and take the time to regroup, refocus, and discuss 2017 goals. Commissioner Pope won't be back until March/April timeframe, and the District will find a suitable schedule to work with.

Express Bill Pay – District staff will be trained and start using Express Bill Pay. It will be beneficial for the customers, as they will be able to view their accounts and pay online. It will be tied in with BIAS. At the next board meeting, Peadon will give an explanation how it works and the cost to run the system.

Customer Accounts – Judy Scott has requested to pull a meter. There was a note in her file that a meter was installed, but Linda Rosa verified there was no meter. She has been charged the monthly rate since 2015. There is a service line and a meter box, but no meter installed. Staff found a was note in our customer records that a new meter was installed February 2014. Peadon wants the board to be aware of the situation. Peadon is working with staff and the customers.

7) SR-3 Project: Peadon reported that he talked with Tom Burke about the possibility of a second mediation prior to the April 3, 2017 scheduled King County Court Trial. Pacific Coast's counsel requested that the District mediate for a second time Peadon said that Burke would make a recommendation and Peadon will let the Board know at the next Board meeting whether the District should participate in a second mediation.

8) Commissioner's Comments – Commissioner Satran-Loudin asked if the District has entered into an agreement with Stantec to prepare the District's Water Supply Plan. Peadon reported that the District is waiting for a scope and budget for them to prepare the Plan.

Hard Rock – Commissioner Pope said the owner of Hard Rock sold the property and there will be a new ownership change.

Jack Johnson wants meter shut off until July but he would have to pay additional charges. Jack Johnson is okay with that.

Commissioner Griffin mentioned that the December 2012 Meeting Minutes are missing from the District's Minutes book. Griffin also asked to order business cards for Sherri LaHaie and all three Commissioners. Staff will order business cards.

Commissioner Griffin also asked if we received a new pump at Razor Road. Peadon responded that we need to hook up low pressure services to the existing booster pumps and that Stantec is working on a design for that. Commissioner Griffin also asked about the Romance Hill bladder tank, that is likely not working correctly. Peadon will be working with Stantec to either repair or replace the tank. Commissioner Griffin also asked about whether a tracer wire was installed on the new SR3 Waterline. Peadon responded by saying he did talk to Jay Gibson from Stantec and a tracer wire was not necessary because the water line is all ductile iron pipe and a wire wasn't needed.

Commissioner Griffin would like to order more safety books for Safety Days.

9) Commissioner Pope adjourned the meeting at 7:02 pm.

January 24, 2017 Meeting Minutes Approved by:

Commissioner Pope _____ Date: February 14, 2017

Commissioner Satran-Loudin _____ Date: February 14, 2017

Commissioner Griffin _____ Date: February 14, 2017