

Belfair Water District #1
February 28, 2017
Regular Meeting
6 p.m.

Commissioners Present

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

Staff Present

Linda Rosa
Sherri LaHaie

Guest

- 1) Commissioner Pope 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 Made by Commissioner Griffin to include Accounts Payable Warrants #6833- #6840, Motion 2nd by Commissioner Satran-Loudin. Commissioner Pope called for the vote.

Motion Carried 3 Ayes and 0 Nays

- 4) Commissioner Griffin Made a Motion to approve Meeting Minutes February 14, 2017. The Motion was 2nd by Commissioner Satran-Loudin to approve the meeting minutes for February 14, 2017. Commissioner Pope called for the vote.

Motion Carried 3 Ayes and 0 Nays

- 5) Petty Cash is at \$150.50. Receipts: \$99.50 = \$250.00. 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 – Rosa would like to schedule retreat and to discuss commercial/residential accounts, cleaning up problem areas, getting pending action items completed, to try and put the District in a good position. The District Retreat will be scheduled after Commissioner Pope returns from vacation. Rosa brought up the Randy Lee account and feels that the District should not give him more than a \$300 leak credit. Commissioner Pope wants to wait until the next Commissioner's meeting to discuss with Tom Peadon. Commissioner Pope also added that we need to do the right thing for the State Audit, and questioned how many other accounts were this way. Rosa said it all has to do with the data that was entered into BIAS.

Sanitary Survey Fixes – The District is given an extension until April 1st to correct action items. Rosa has already repaired a few things, but is requesting guidance on who to contact to repair Well Sites. Commissioner Satran-Loudin knows someone that we can contact to certify and test. Commissioner Pope said our Engineers can also assist us.

Romance Hill -: Rosa told the Board there is a leak that needs repaired. She got a hold of Pump Tech and they ordered the parts.

Emergency Phone – Commissioner Satran-Loudin will be carrying the District's cell phone and the District will pay her for two days because the Belfair Water staff will all be out of the county this weekend.

Rosa wanted to let Commissioner Pope know that she thinks it's only fair for the District to pay for Commissioner Pope's repair for his road work. Commissioner Pope responded by saying that he does not expect compensation, but is willing to speak to the District's attorney.

SR-3 Project – Nothing new.

7) Commissioner's Comments – Commissioner Griffin questioned Razor Road and asked if the customers are getting set up. Rosa said Stantec is currently working on it.

Commissioner Satran-Loudin asked about the Comp Plan. Rosa said Peadon is working on it with Stantec.

Peadon attended today's Mediation in Seattle. Commissioner Pope told the Board that they settled on \$685,000 plus retainage fee, and that the District can go to USDA and get the funds to pay for the settlement. Commissioner Pope wants to make sure all debts are paid.

Commissioner Griffin asked about the Hydrogeologic Well Head Protection Plan. Commissioner Pope stated that should be part of the Comp Plan. Commissioner Griffin presented an action item for Peadon to address this and let the Board know what the status is.

Commissioner Griffin attended the Section II Meeting in Tumwater. One of the items they talked about at the meeting is that there is a construction bill in process to extend time allowed to submit change orders. Commissioner Griffin talked about Water Safety Days at the local school and is looking into age-appropriate books to give to the children. There will be two guest speakers that have agreed to speak at the school.

Commissioner Satran-Loudin mentioned that when we have the Retreat, she would like to take a look at every address and walk through the process to make sure customers are being charged accurately. Rosa agreed and will work on getting the data ready. Commissioner Pope agreed and that the District needs to have a Special Meeting for the Mediation.

8) Commissioner Pope adjourned the meeting at 6:30 pm.

February 28, 2017 Meeting Minutes Approved by:

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| Commissioner Pope |  | Date: March 28, 2017 |
| Commissioner Satran-Loudin |  | Date: March 28, 2017 |
| Commissioner Griffin |  | Date: March 28, 2017 |