

Belfair Water District #1
June 13, 2017
Regular Meeting
6 p.m.

Commissioners Present

Mike Pope
Jill Satran-Loudin
Linnie Griffin

Staff Present

Dale Webb
Sherri LaHaie

Guest

Herb Gerhardt
Sarah Webb

- 1) Commissioner Pope called the meeting to order at 6:00 pm / Flag Salute
- 2) No public comments.
- 3) Accounts Payable were read by Commissioner Pope. A Motion was made by Commissioner Griffin to Accept and Approve Accounts Payable Warrants #6964-#7004. Motion 2nd by Commissioner Satran-Loudin. Commissioner Pope called for the vote.
- 4) Motion was made by Commissioner Griffin to approve the Meeting Minutes from the May 23, 2017 meeting. The Motion was 2nd by Commissioner Loudin-Satran. Commissioner Pope called for the vote.

Motion Carried 3 Ayes and 0 Nays, 0 Absent

- 5) Petty Cash is at \$250.00. (Cash = \$11.18 and Receipts = \$238.82 = \$250.00). The Cash Drawer has \$200.00. Commissioner Griffin verified before today's meeting. Commissioner Satran-Loudin Motioned to approve and 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, 0 Nays, 0 Absent

6) Manager Update:

Sanitary Survey – Raw water tap has been installed at Hummingbird. Currently waiting for estimate to install vent cover at 39 Acres.

Annual Report – Chad from BIAS completed and submitted the report to the State. Currently preparing files for upcoming audit.

Summer Help – Received a couple applications. Hoping to receive a few more before we interview.

Comp Plan/Stantec – Assisting with model data, and gathering flow data for the hydrants.

North Mason Fire Marshall – Webb working with Jeremy Hicks to get unmonitored hydrants secured to help prevent theft of water.

Well Head Protection Plan/Pacific Groundwater Group – Webb reported that the District has entered an agreement with Pacific Groundwater Group and will assist in gathering data for the Comp Plan.

Hwy 106/Alderwood Connection – Bulls Eye Excavating made the tap and set the meter on the neighbor's property.

Fire Line Theler Center – Webb working with North Mason Fire to have engineers submit plans for the hydraulic model. Webb also working with Jay from Stantec on acceptable designs.

Morrison Connection – Webb is researching the situation and will advise Board of processes.

Romance Hill Pressure Tank Repair – Webb meeting with contractor to look at pressure tank and an estimate to repair.

Hummingbird Road Maintenance Contribution – Webb working with Matson and Hoeffler and proposing to the Board to contribute \$200 towards maintenance fund for the road. Webb trying to figure out correct way to make the contribution and be accountable to state auditor.

Budget Process/BIAS – Webb working with Chad at BIAS to produce budget; meeting scheduled with Chad to further discuss process Friday, June 15.

Job Descriptions/Salary Survey – Staff working on job descriptions. Once that is finalized, Webb will review with the Board.

New Pension Contribution Rates – State increased employee and employer contribution effective July 1, 2017. Webb proposing COLA increase to Board. Resolution will be presented to the Board on our next meeting, June 27, 2017.

Petty cash process – Resolution will be presented to the Board on our next meeting, June 27, 2017 requesting Webb and LaHaie to be able to sign checks for Petty Cash.

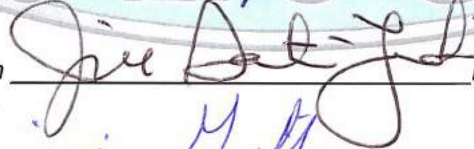
Mason County Signing Authority for Dale Webb – Resolution will be presented to the Board on our next meeting on June 27, 2017 authorizing Dale Webb to sign financial documents for Belfair Water District.

7) **SR-3 Project:** Currently waiting on final paperwork for the Settlement Agreement to be signed. Webb working with Jay from Stantec on finalizing the project. Webb working with the Risk Pool as the liability and mitigation for the tort claims.

8) Commissioner Pope adjourned the meeting at 6:50 pm.

June 13, 2017 Meeting Minutes Approved by:

Commissioner Pope  Date: June 27, 2017

Commissioner Satran-Loudin  Date: June 27, 2017

Commissioner Griffin  Date: June 27, 2017