

Belfair Water District #1
June 27, 2017
Regular Meeting
6 p.m.

Commissioners Present

Mike Pope
Jill Satran-Loudin
Linnie Griffin

Staff Present

Dale Webb
Sherri LaHaie

Guest

- 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 #7005-#7013. Motion 2nd by Commissioner Satran-Loudin. Commissioner Pope called for the vote.

Motion Carried 3 Ayes and 0 Nays

- 4) Motion was made by Commissioner Griffin to approve the Meeting Minutes from the June 13, 2017 meeting. The Motion was 2nd by Commissioner Loudin-Satran. Commissioner Pope called for the vote.

Motion Carried 3 Ayes and 0 Nays

- 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 – Webb said he took photos Monday of gaskets. RPBA at Well 4 should be installed by the 30th. Received an estimate for vent at 30 Acres, around \$14,000 to \$18,000. Webb will be in contact with Regina from the Health Department.

Summer Help – District hired two employees, George Cotinola and Alex Gobble. They will be cleaning the yard and garage/storage room at the Districts and all off-site locations.

Comp Plan/Stantec – Things are quiet at the moment. Still doing data sampling. Waiting for samples to pull fire flow for the hydraulic plan.

Well Head Protection Plan/Pacific Groundwater Group – PCG waiting for data from Stantec.

Romance Hill Pressure Tank Repair – Webb said the pressure tank failed. He mentioned there are two options – cut sides and add access panels and headers and install valve, or install valve, install access panels and add 3' to the front of the building to allow the install of duel tanks. It will cost \$700 to replace the existing tank, about \$1600 to install duel tanks which is the recommended method. Currently looking at duel tanks feasibility.

Hummingbird Road Maintenance Contribution – Webb said there is no new news to share. Looking at rebuilding corner we excavated and the District contributing \$200.

Budget Process/BIAS – Webb presented the Board with a budget spreadsheet based on water sales. Currently waiting on SR3 loan to get more information for the budget.

Job Descriptions/Salary Survey – Ongoing process, no current updates.

New Resolutions for Board:

Resolution 2017-02- COLA for Staff: State increased employee and employer contribution effective July 1, 2017. Webb proposing 3%COLA increase for staff. Resolution was presented to the Board.

Resolution 2017-03-Mason County Signing Authority for Dale Webb: Resolution presented to the Board June 27, 2017 authorizing Dale Webb to sign financial documents for Belfair Water District.

Resolution 2017-04- Petty cash process – Resolution presented to the Board June 27, 2017 requesting Webb and LaHaie to be able to sign checks for Petty Cash.

- 7) **SR-3 Project:** Funds have been disbursed. PCG failed to provide documentation for prevailing wages. Webb said an Affidavit is needed for prevailing wages and will be sending it to Burke. Webb had a meeting with the Risk Management Pool, and after the District provides them with the necessary documentation, the Risk Management Pool will be stepping in taking over the tort claim as legal counsel.
- 8) Commissioner Griffin proceeded to make a Motion to Accept Resolutions 2017-02, 2017-03 and 2017-04. Commissioner Satran-Loudin 2nd the Motion. Commissioner Pope called for the vote.

Motion Carried 3 Ayes and 0 Nays

- 9) Webb asked the Board to meet in lunchroom for an Executive Session at 6:34pm to discuss personnel concerns. The Executive Session ended at 7:00pm.
- 10) Commissioner's Comment: Commissioner Satran-Loudin told Webb to keep up the good work.

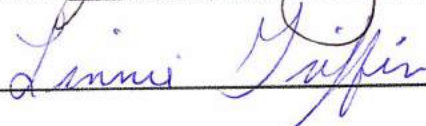
Commissioner Griffin said she is working on organizing the Resolution books and creating a Catalog of Resolution. She also mentioned to the Board that she discussed and demonstrated water backflow during Safety Days with the school kids.

Commissioner Pope adjourned the meeting at 7:10pm

June 27, 2017 Meeting Minutes Approved by:

Commissioner Pope  Date: July 11, 2017

Commissioner Satran-Loudin  Date: July 11, 2017

Commissioner Griffin  Date: July 11, 2017