

Belfair Water District #1
July 25, 2017
Regular Meeting
6 p.m.

Commissioners Present

Mike Pope
Jill Satran-Loudin
Linnie Griffin

Staff Present

Dale Webb (out in field)
Sherri LaHaie

Guest

Lee Ison
Ron Liljemark

- 1) Commissioner Pope called the meeting to order at 6:00 pm / Flag Salute
- 2) Public Comments – Mr. Ison and Mr. Liljemark from the Masonic Temple attended the Board meeting. Mr. Liljemark read a description of what happened in regards to the water leak at the Temple. Mr. Liljemark feels that he should not have to pay, insisting that the District should have shut the water off. Commissioner Pope let Mr. Liljemark know that the District, per by-law that we could give them a monthly average. Commissioner Satran-Loudin agreed to take action to discuss with Webb to pull the consumption report and interrogate the meter and to not charge late fees and work with them on the best solution.
- 3) Accounts Payable were read by Commissioner Pope. A Motion was made by Commissioner Griffin to Accept and Approve Accounts Payable Warrants #7042-#7055. Motion 2nd by Commissioner Satran-Loudin. Commissioner Pope called for the vote.

Motion Carried 3 Ayes and 0 Nays, 0 Absent

- 4) Motion was made by Commissioner Griffin to approve the Meeting Minutes from the July 11, 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 = \$250.00 and Receipts = \$0 = \$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:**

Sherri LaHaie spoke on Dale Webb's behalf. Webb was out in the field taking care of a customer water leak.

Sanitary Survey – Received parts list and tank valve. Webb hoping to be able to do it this week.

Comp Plan/Stantec – Currently gathering data.

Wellhead Protection Plan – Webb sent Stantec the latest map will be coordinating with Stantec.

Romance Hill Pressure Tank Repair – Currently in planning.

Hummingbird Road Maintenance Contribution – Completed. Corner has been rebuilt.

Budget Process – Started June reconciliation process.

Job Descriptions/Salary Survey – Ongoing; will dive more heavily into this in the next couple weeks.

Petty Cash Process and Kitsap Bank Issues – Webb and LaHaie went to the Secretary of State Office in Olympia to renew business license for Belair Water District. The final paperwork was submitted to Kitsap Bank. The District can now proceed with the EFT authority process.

- 7) **SR-3 Project:** Stantec finalized Acceptance Document. Webb will present to Board at next Board Meeting for Resolution.
- 8) **Commissioners Comments** – Commissioner Satran-Loudin reiterated the fact that she would like the District to work with Mr. Liljemark and Mr. Ison.
- 9) Commissioner Pope adjourned the meeting at 6:45 pm.

July 25, 2017 Meeting Minutes Approved by:

Commissioner Pope  Date: August 8, 2017

Commissioner Satran-Loudin  Date: August 8, 2017

Commissioner Griffin  Date: August 8, 2017

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