

Belfair Water District #1  
August 8, 2017  
Regular Meeting  
6 p.m.

**Commissioners Present**

Mike Pope  
Jill Satran-Loudin  
Linnie Griffin

**Staff Present**

Dale Webb  
Sherri LaHale

**Guest**

Sarah Webb  
Herb Gerhardt

- 1) Commissioner Pope called the meeting to order at 6:00 pm / Flag Salute
- 2) Public Comments – Mr. Gerhardt mentioned that Commissioner Lane Johnson from Mason County Hospital District #2 will be retiring at the end of this month.
- 3) Accounts Payable were read by Commissioner Pope. A Motion was made by Commissioner Griffin to Accept and Approve Accounts Payable Warrants #7056-#7084. Motion 2<sup>nd</sup> 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 25, 2017 meeting. The Motion was 2<sup>nd</sup> 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 2<sup>nd</sup> by Commissioner Griffin. Commissioner Pope called for the vote.

Motion Carried 3 Ayes, 0 Nays, 0 Absent

6) **Manager Update:**

**Customer issues with bills and leaks** – Masonic Temple - Webb said the Sensus meter could not pull data all the way back to 6/10/2017, only 30 days stored. Webb working with Mr. Liljemark from the Masonic Temple on payment plan in addition to the adjustment. Also, Webb updated the Board that Tom Shearer had a leak last summer and received an adjustment, had another leak in the irrigation system and now has a \$2933.00 bill and will not be eligible for another leak adjustment for another year.

**Sanitary Survey**– Sanitary Survey is completed and Webb provided pictures to each of the Board members.

**Comp Plan/Stantec** – Webb said we are focusing on the data they need to get the hydraulic model going. As soon as the hydrants are identified, we will partner with Mason County Fire Authority to complete flow testing.

**Wellhead Protection Plan** – Things are moving forward with working on mapping area out for the plan. Once complete, they will give us survey items to check in the field.

**Romance Hill Pressure Tank Repair** – Working on firm plan to get things moving.

**Budget Process** – Continuing working the reconciliation process and budget. Chad will be coming August 23 and will guide us on the financial process.

**Job Descriptions/Salary Survey** – Getting ready to review descriptions and will dive more into this with the staff later this week.

**Meeting with Bull's Eye Excavation** – Need repair on Morrison and Rose Point, hoping to get their assistance.

**Razor Road Project** – Stantec is refiguring the cost associated with the project to lower the cost. Webb said he will be drafting a letter and sending it to the 5 homeowners affected and updating them with the process, as well with Regina at DOH. Webb is planning to budget this in for 2018. Webb says it could be beneficial to wait until the Comp Plan is done and accepted, otherwise it has to be submitted to the state for approval, as we are delinquent in our plan.

- 7) **SR-3 Project: Resolution 2017-05** – Stantec documents on the project and final completion of the settlement agreement. Webb will then proceed to finalize the Bond Anticipation Note. Webb presented Resolution 2017-05 to the Board. Commissioner Griffin made a Motion to approve Resolution 2017-05. Commissioner Satran-Loudin 2<sup>nd</sup> the Motion. Commissioner Pope called for the vote.

Motion Carried 3 Ayes and 0 Nays, 0 Absent

- 8) **Commissioners Comments** – Commissioner Satran-Loudin asked Webb about Stantec valves. Webb said that Jay will come out and work on it with him. Commissioner Pope inquired about meters not being used, and wanted to send letter to those who aren't using meters, and possibly remove them and use them elsewhere. Commissioner Griffin praised what a great job our summer intern, Alex Gobble did with painting the office walls, and says it looks great.
- 9) Commissioner Pope adjourned the meeting at 6:54 pm.

August 8, 2017 Meeting Minutes Approved by:

Commissioner Pope  Date: August 22, 2017

Commissioner Satran-Loudin  Date: August 22, 2017

Commissioner Griffin  Date: August 22, 2017

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