

Belfair Water District #1
October 24, 2017
Regular Meeting
6 p.m.

Commissioners Present

Mike Pope (Absent)
Jill Satran-Loudin
Linnie Griffin

Staff Present

Dale Webb
Sherri LaHaie

Guest

- BELFAIR WATER DISTRICT No.1**
ESTABLISHED 1966
- 1) Commissioner Satran-Loudin called the meeting to order at 6:00 pm / Flag Salute
 - 2) Public Comments – No public comments.
 - 3) Accounts Payable were read by Commissioner Satran-Loudin. A Motion was made by Commissioner Griffin to Accept and Approve Accounts Payable Warrants #7176 - #7192. Motion 2nd by Commissioner Satran-Loudin. Commissioner Satran-Loudin called for the vote.

Motion Carried 2 Ayes and 0 Nays, 1 Absent

- 4) Motion was made by Commissioner Satran-Loudin to approve the Meeting Minutes from the October 10, 2017 meeting. The Motion was 2nd by Commissioner Griffin. Commissioner Griffin called for the vote.

Motion Carried 2 Ayes and 0 Nays, 1 Absent

- 5) Petty Cash is at \$250.00. (Cash = \$244.00 and Receipts = \$6.00 = \$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 Griffin called for the vote.

Motion Carried 2 Ayes, 0 Nays, 1 Absent

- 6) **Manager Update:**

Comp Plan/Stantec – No change per Webb. Commissioner Griffin got Mason County Comp Plan from the County. Still in the reviewing process.

Wellhead Protection Plan – Received the hazard survey portion and will Webb and Freeman will soon begin to collect field data.

Romance Hill Pressure Tank Repair – Looking at options for this replacement. We have another contractor familiar with the system working with us. Need to troubleshoot the current system for correct set up that will work more efficiently. Webb and Freeman to open meter boxes and check for flow. Seeking bids to move pressure tank continues.

Razor Rd Booster Station – We have now received three bids for similar systems. We will be moving forward with this project next week. Pump Tech finally got numbers, but they say it will be 40 days out to get parts, and they quoted us \$4000 more than everyone else. Webb is ready to move forward with other vendors. The other two estimates were cheaper. Webb will make a decision on vendors Wednesday.

Hummingbird Well Site – We have been flushing the well and are hoping to get the well to clean up before we sample and put into the distribution system. Once we have achieved a satisfactory sample and are confident of the quality we will get the well online. Communications seem to be functioning with Razor Rd. First time it ran, it was dark. The more it keeps running and purging, it gets better. Eventually the hope is it will run clean.

Budget Process – Ongoing, would like it to be reviewed and approved by end of November.

Job Descriptions – Will be working with staff on revising and creating. Will have something to present to the board for review very soon.

Razor Road Project – Currently on hold. Will be in touch with engineers after budget and Comp Plan is Moving, over the winter.

State Audit – Melinda with the State Auditor's Office will be wrapping up this week, probably Thursday. There are some items we will likely not be able to find and will result in less than satisfactory findings, but overall she says this year is much better than previous.

7) **SR-3 Project** – No change in status, waiting for DOR review.

8) **Commissioner's Comments** – Commissioner Satran-Loudin asked about the torts. Webb said the Woodshed was offered a settlement. Commissioner Griffin said she is very pleased with the staff, and wanted to offer an Employee Appreciation Dinner, tentatively scheduled for December 29. Commissioner Satran-Loudin Made a Motion to Accept the Employee Appreciation Dinner. Commissioner Griffin 2nd the Motion.

Motion Carried 2 Ayes, 0 Nays, 1 Absent

Meeting Adjourned 7:16pm

October 24, 2017 Meeting Minutes Approved by:

Commissioner Pope  Date: November 14, 2017

Commissioner Satran-Loudin  Date: November 14, 2017

Commissioner Griffin  Date: November 14, 2017