

Belfair Water District #1
November 14, 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) Public Comments – 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 #7193 - #7233. 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 October 24, 2017 meeting. The Motion was 2nd by Commissioner Satran-Loudin. Commissioner Pope called for the vote.

Motion Carried 3 Ayes and 0 Nays

- 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 Pope called for the vote.

Motion Carried 3 Ayes, 0 Nays

6) **Manager Update:**

Additional credit card for James Freeman – Webb asked the Board for approval for a District credit card for Freeman to make purchases for District. Commissioner Griffin made a Motion to Approve for James Freeman to obtain a credit card with a \$1500 limit. Commissioner Satran-Loudin 2nd the Motion. Commissioner Pope Called for the vote, and signed the application.

Motion Carried 3 Ayes and 0 Nays.

Comp Plan/Stantec – Still collecting data; Webb in contact with Pam from Stantec.

Wellhead Protection Plan – Received the hazard survey portion and will now begin to collect field data; Webb and Freeman will be going over the survey.

Romance Hill Pressure Tank Repair – Troubleshooting the current system starting this week for correct set up. Looking for possible leaks and moving towards relocating the pressure tank to the booster building and getting the system set up in a way that it will work more efficiently. Webb and Freeman will be doing pressure checks.

Razor Rd Booster Station – We performed a rehab of the booster station, installed equipment that can easily be replaced and allowed for the possibility of expansion in the future. Top Dog Drilling helped out.

Hummingbird Well Site – We are still working on this well site to get it back online. Flushing has been done, still getting silt, but it's getting better. Webb is in contact with a hydrogeologist to give us options.

State Testing Process – We are working with the DOH to make sure all the testing gets caught up. In the process, we are identifying areas and sample stations to rotate into the testing process. Some of these identifying areas will result in periodic flushing to make sure our residual levels stay up. The monthly Bac-T sample was missed in September. Need to send a letter to DOH saying that we missed a month.

Budget Process – Ongoing, would like to be reviewing and approving budget by end of November. As part of this process we are finalizing the PWTF loan and the last USDA loan. Hoping to have something ready by the 28th.

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 will be going over the findings at a preliminary meeting on the 29th of this month. There are some items we were not able to find and will result in less than satisfactory findings, but overall, she says that this year is much better than previous. The Exit Conference is tentative for December 4.

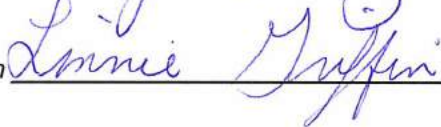
- 7) **SR-3 Project** – No change in status, waiting for DOR review. They were supposed to be here on the 16th, but it is now looking like the 29th will be more suitable for them. We will begin processing the closeout in the mean time with Foster Pepper and USDA.
- 8) **Commissioner's Comments** – Commissioner Griffin announced the Employee Appreciation Dinner will be on December 15 at 6pm. She also proposed to cancel December 26 Commissioner meeting. The Board agreed and to would like us to advertise the cancellation..

Meeting Adjourned 6:36 pm

November 14, 2017 Meeting Minutes Approved by:

Commissioner Pope  Date: November 28, 2017

Commissioner Satran-Loudin  Date: November 28, 2017

Commissioner Griffin  Date: November 28, 2017