

Belfair Water District #1
November 28, 2017
Regular Meeting
6 p.m.

Commissioners Present

Mike Pope
Jill Satran-Loudin
Linnie Griffin

Staff Present

Dale Webb
Sherri LaHaie
James Freeman

Guest

- BELFAIR WATER DISTRICT No.1**
ESTABLISHED 1966
- 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 #7234 - #7252. 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 November 14, 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:**

Comp Plan/Stantec – Still collecting data.

Wellhead Protection Plan – In the process of collecting field data.

Romance Hill Pressure Tank Repair – Troubleshooting the current system and will be repairing a leak at the station and replacing the pressure tank. Also will be reprogramming the PLC to proper set points starting this week.

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. Scheduled with an electrician to put in a soft start system (South Worth Electric).

Budget Process – Ongoing; Draft budget handed out, still some questions to answer, look over the estimated expenditures. Revenues are very conservative.

Job Descriptions – Ongoing process.

Razor Road Project – Currently on hold.

State Audit – Melinda will be going over the findings at a preliminary meeting on the 29th of this month. The Exit Conference is tentative for December 4th.

7) **SR-3 Project** – No change in status, waiting for the DOR review. They were supposed to be here on the 16th, they are not looking like the 29th will be more suitable for them. We will begin processing the closeout in the meantime with Foster Pepper and USDA. Webb also mentioned the Wood Shed has been contact with WASWD.

8) **Commissioner's Comments** – Commissioner Griffin asked the other Commissioners if they had any old news articles, clippings, to bring them in.

Meeting Adjourned 6:40 pm

November 28, 2017 Meeting Minutes Approved by:

Commissioner Pope *Mike Pope* Date: December 12, 2017

Commissioner Satran-Loudin *Jie Satran-Loudin* Date: December 12, 2017

Commissioner Griffin *Linnie Griffin* Date: December 12, 2017