

Belfair Water District #1
January 23, 2018
Regular Meeting
6 p.m.

Commissioners Present

Mike Pope (by phone)
Jill Satran-Loudin
Linnie Griffin

Staff Present

Dale Webb
James Freeman
Sherri LaHaie

Guest

Mr. Ramondetta
Greg Waggett

- 1) Commissioner Griffin called the meeting to order at 6:00 pm / Flag Salute
- 2) Public Comments – Mr. Ramondetta, who owns a duplex on Hwy 106 received a bill from his tenant of \$2128. There was a leak under his house. He had a previous bill that was high as well, so he now owes \$3867. He asked to have the charges reduced or adjusted. Commissioner Pope said we have by-laws that state that since the board already had approved a leak adjustment at the last meeting, for the full amount, the District cannot help out further at this time. Mr. Ramondetta asked for leniency and the Board would like to discuss this further.

Mr. Waggett wanted to know how much impact fees would cost for the Overton extension, and had comments regarding pressure at top of Romance Hill.

Mr. Webb let him know that the District doesn't charge impact fees, that would be through Mason County. Action Item was taken to dive into impact fees, Mr. Waggett will report back on his findings from his sources. Webb let him know that work to the Romance Hill Booster Station is ongoing, and the district will look into his pressure complaints. Possibly a bad PRV at his residence.

- 3) Accounts Payable were read by Commissioner Griffin. A Motion was made by Commissioner Pope to Accept and Approve Accounts Payable Warrants #7339 - #7363. Motion 2nd by Commissioner Satran-Loudin. Commissioner Griffin called for the vote.

Motion Carried 3 Ayes and 0 Nays

- 4) Motion was made by Commissioner Satran-Loudin to approve the Meeting Minutes from the January 9, 2018 meeting. The Motion was 2nd by Commissioner Pope. Commissioner Griffin called for the vote.

Motion Carried 3 Ayes and 0 Nays

- 5) Petty Cash is at \$250.00 (Cash = \$142.00 and Receipts = \$108.00 = \$250.00). The Cash Drawer has \$200.00. Commissioner Griffin verified before today's meeting. Commissioner Pope Motioned to approve and accept the Petty Cash & Cash Drawers as shown on the agenda. Motion 2nd by Commissioner Satran-Loudin. Commissioner Griffin called for the vote.

Motion Carried 3 Ayes, 0 Nays

6) **Manager Update:**

Unemployment, Health Care insurance rates are increasing – No action required at this time, just making the Board aware of the increase.

Overton and Associates, Developer extension contract – Developer wishing to get this project moving forward, Will be proposing that the Board approve the Developer extension contract with Overton and Associates. We will be scheduling a precon and getting the final plans within the week.

SCADA Planning – District is working on getting Well 1 and 3 up and running, consequently we need to be able to work on the SCADA system. We have not had any luck making contact with the person who formerly programmed the system for the District. Stantec is trying to find someone who could possibly be a resource and we will continue to look at options and pursue this until we have some resolution.

Comp Plan/Stantec – We gave them the rest of the first information they requested. We are waiting to find out the next step we will assist with. We are also pursuing GIS information to possibly put together a map of the District that would have better accuracy, and possibly try and get something we can use on a laptop.

Wellhead Protection Plan – Working on the Hazard assessment

Romance Hill Control Reprogramming – Researching options to get a true lead and lag pump programming, looking into several options.

Hummingbird Well site – The soft start and electrical shut off is installed, work with this site will continue. We are also working on Well 1 at the shop. We started our 2018 contribution to the Hummingbird road maintenance agreement. We contributed 111.08 in material to help with the effort, due to Belfair Water's cooperation and the visibility of our presence has encouraged others to contribute, which also helps the process overall.

Job Descriptions – The job descriptions are almost complete and ready for review. Sherri has been Diligently working on these, but with the audits we have went through in the last few months, they have taken up a lot of her time. We will complete them and review, then finish the salary survey and present to the Board as soon as they are ready to review.

State Audit – The audit is complete. Today was the exit meeting with Melinda. Copies of all documents related to the audit are provided to the Board.

DOR Audit/Appeal process – Friday the 19th we had Department of Revenue at the District for the conclusion of their on-site audit. We anticipate the outcome of this part to be \$350 to \$600 that we will owe to the DOR. This is separate and apart from the appeal for the settlement assessment. That process is ongoing and waiting for an update from the attorney.

District policy on health care – Current District policy covers the cost of employee medical health care. Webb is looking into other avenues to seek other alternatives due to rising healthcare costs through PEBB.

District policy on Per Diem – Proposing changing District policy to reflect GSA rates, which is the Accepted government standard.

7) **SR-3 Project** – Nothing new.

8) **Commissioner's Comments** – Commissioner Satran-Loudin said she would be glad when the SR-3 is completed. Commissioner Griffin said there is training on the 27th and to start thinking about making reservations for the April conference. Commissioner Griffin thanked Belfair Water Staff for all the work they did during the audits.
Mr. Ramondetta addressed his leak once again with the Commissioners. Commissioner Griffin told Mr. Ramondetta that we need to follow policy and she suggested that he talk to Dale about the situation.

Meeting Adjourned 6:39 pm

January 23, 2018 Meeting Minutes Approved by:

Commissioner Pope

Date: February 13, 2018

Commissioner Satran-Loudin

Date: February 13, 2018

Commissioner Griffin

Date: February 13, 2018

360·275·3008