

Belfair Water District #1
February 13, 2018
Regular Meeting
6 p.m.

Commissioners Present

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

Staff Present

Dale Webb
James Freeman
Sherri LaHaie

Guest

Kaye Massey
Greg Waggett

- 1) Commissioner Griffin called the meeting to order at 6:00 pm / Flag Salute
- 2) Public Comments – Mr. Greg Waggett told the Board he thought the our Field Representative was doing a great job communicating with him.
- 3) Accounts Payable were read by Commissioner Griffin. A Motion was made by Commissioner Satran-Loudin to Accept and Approve Accounts Payable Warrants #7364 - #7428. Motion 2nd by Commissioner Pope. 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 23, 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 = \$123.85 and Receipts = \$126.15 = \$250.00). The Cash Drawer has \$200.00. Commissioner Satran-Loudin 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:**

Overton and Associates, Developer Extension Contract – Waiting for pre-con to be scheduled. After pre-con and review, the Developers Extension Agreement will be presented to the Board. Commissioner Pope asked if there are any plans to run this by an engineer. Webb has been in contact with West Sound Engineers, and they are cheaper. There are no firm fix price yet. More to follow.

SCADA Planning – Webb/Freeman have been in contact with the previous programmer and will be scheduling a visit to go over our system and get some training and possible upgrading of the system, if not now, then at least for budgeting in the future.

Comp Plan/Stantec – Received new list of data to collect, will be working on turning this around and back to Stantec as soon as possible.

Wellhead Protection Plan – Finished the survey for PGG, waiting for further instructions.

Romance Hill Control Reprogramming – Researching and gathering information on pressure data, controls, engineering. Will update the Board on findings once compiled.

Hummingbird Well site – Gathering draw down data and information.

Job Descriptions – Still compiling descriptions and salary information. Looking to have something to present to the Board to look at soon.

DOR Audit/Appeal process – Audit is complete, DOR ended up owing the District over \$8,000.00. The appeal is in process, Burke is working on the appeal and will hopefully be scheduling a meeting with them soon.

District policy on health care – Gathering information on possible options, looking at the possibility of a retreat.

District policy on Per Diem – Will be presenting the Board with an updated personnel policy and salary schedules that will include the suggested changes to the Per Diem and mileage rates.

Public records request policy – The Board has several examples to look at, and we will update as necessary and put it forward for review and discussion soon. Commissioner Griffin asked Commissioner Pope to review and return to Webb.

- 7) **SR-3 Project** – No change.
- 8) **Greg Waggett – Romance Hill, Impact Fees** – Waggett attended the County Commissioner's meeting and said there are projects that are going in the North Mason area. The roundabout will be coming ahead of the bypass. Commissioner Pope said the District doesn't use impact fees. Waggett agreed that Webb was correct in the last meeting but that other districts charge general facility charges and local facility charges and connection fees, Webb explained that BWD also charges these fees as well as inspection fees etc. for projects. It was further discussed as an action item that Webb will look at a policy that addresses this, Webb said this was already in progress.
- 9) **Commissioners Comments** – Commissioner Pope told the Board he was pleased with the communication with Webb and the staff. Commissioner Satran-Loudin agreed and said to keep up the good work. Commissioner Griffin attended the Section Meeting in January and attended the Commissioner's workshop with Commissioner Satran-Loudin the end of January. Commissioner Pope let everyone know that he would be attending the conference in April with Tom Peadon.

Meeting Adjourned 6:34 pm

February 13, 2018 Meeting Minutes Approved by:

Commissioner Pope _____ Date: February 27, 2018

Commissioner Satran-Loudin  _____ Date: February 27, 2018

Commissioner Griffin  _____ Date: February 27, 2018