

Belfair Water District #1  
February 27, 2018  
Regular Meeting  
6 p.m.

**Commissioners Present**

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

**Staff Present**

Dale Webb  
Sherri LaHaie

**Guest**

Lori Waggett  
Greg Waggett

- 1) Commissioner Griffin called the meeting to order at 6:00 pm / Flag Salute
- 2) Public Comments – No public comments.
- 3) Accounts Payable were read by Commissioner Griffin. A Motion was made by Commissioner Satran-Loudin to Accept and Approve Accounts Payable Warrants #7429 - #7439. Commissioner Pope 2<sup>nd</sup> the Motion. 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 February 13, 2018 meeting. The Motion was 2<sup>nd</sup> 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 Satran-Loudin Motioned to approve and accept the Petty Cash & Cash Drawers as shown on the agenda. Motion 2<sup>nd</sup> by Commissioner Pope. Commissioner Griffin called for the vote.

Motion Carried 3 Ayes, 0 Nays

- 6) **Manager Update:**

**Overton and Associates, Developer Extension Contract** – Waiting for them to schedule pre-con. Webb mentioned we have a key vault that needs to be serviced.

**SCADA Planning** – There is a meeting scheduled with the programmer tomorrow (Feb 28), and will be making sure the changes we have made are working and will go over possible upgrades with him. Webb will keep the Board informed.

**Comp Plan/Stantec** – Received questions back from Stantec and are working through getting them the answers they need. We have accumulated data from the pressure recorder that will probably prove very useful.

**Wellhead Protection Plan** – They are finishing compiling the data we collected and should be getting back with any other field data they need soon.



**Romance Hill Control Reprogramming** – Will be sending out a formal RFP for bids to correct the programming issues this week and will meeting with contractors that respond. We are pursuing this as a formal request because as a result of the pressure complaints, we have collected quite a bit of pressure data from the hill and the results have been very positive as far as our system pressures. The issues have ended up being on the customer side and our pressures are very stable, so the issue we are now addressing is to reduce our electric consumption and stop the pump wear due to cavitation. Webb will keep the Board posted as the District woks it's way through this situation.

**Hummingbird Well site** – Still intend to pursue treating the well to eliminate the sediment issue and get it back online, but have had too man other projects to get to it yet. This is on the backburner due to other pressing issues.

**Well #1** – One of the District's other projects – test run of the well has been done and so far it all looks very good. The well is online and functioning as intended. This will reduce the amount required on Well 4 and upper reservoir and is s step in getting the system functioning and operational. There is a meeting set up with another drilling company.

**Job Descriptions** – Ongoing; Staff was in training last week and with the computer switching we will be back on track.

**DOR Audit/Appeal process** – The Attorney has been working on the appeal paperwork. Webb signed the appeal last week, and is waiting for the final attachments to be sent for review. Webb is hopeful to schedule a meeting with DOR to discuss and get this finished soon. Webb will keep the Board apprised of the progress. Commissioner Pope stated that if he's in town that week, that he would like to attend the meeting in Tumwater with Webb.

**District policy on health care** – Ongoing; Need to take the time to contact Association of Washington Cities.

**District policy on Per Diem** – To be worked into personnel policy for review.

**Public records request policy** – Ongoing, and Webb is acting as the public records officer and if any requests are received, we will handle them according to current RCW requirements. Webb intends to address this policy at the same time as our customer service policies.

**Revision on District Standards and Details and associated policies for review** – Started putting these together, will have a rough draft soon.

7) **SR-3 Project** – Waiting on DOR appeal - Plan on finalizing the loan after appeal process.

8) **Commissioners Comments** – Commissioner Pope thanked Webb and the team and appreciates the hard work the team is doing. Commissioner Satran-Loudin agreed. Commissioner Griffin said she would not be at the next meeting, on March 13. A Motion was made by Commissioner Griffin to cancel the March 13, 2018 meeting. Motion 2<sup>nd</sup> by Commissioner Pope. Commissioner Pope asked Webb to attend the Spring Conference in Yakima first week of April.

Mr. Greg Waggett asked the Board about snow bird rates. Commissioner Griffin told him there wasn't a rate structure in place for snow birds, but that is something we can take address in the future.

Motion Carried 3 Ayes and 0 Nays

Meeting Adjourned 6:40 pm

February 27, 2018 Meeting Minutes Approved by:

Commissioner Pope *Mike A. Pope* Date: March 27, 2018

Commissioner Satran-Loudin *Jim Datzel* Date: March 27, 2018

Commissioner Griffin *Linnie Griffin* Date: March 27, 2018

BEAVER WATER  
DISTRICT No. 1

ESTABLISHED 1966

360·275·3008