

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

**Commissioners Present**

Linnie Griffin  
Jill Satran-Loudin  
Mike Pope

**Staff Present**

Dale Webb  
James Freeman  
Sherri LaHaie

**Guest**

- BELFAIR WATER DISTRICT No.1**
- 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 Satran-Loudin. A Motion was made by Commissioner Satran-Loudin to Accept and Approve Accounts Payable Warrants #7440 - #7490. 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 27, 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 = \$117.85 and Receipts = \$132.15 = \$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 2<sup>nd</sup> 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** – No new developments.

**SCADA Planning** – Met with Programmer, they have given Webb numbers on updating our system, and are currently reviewing options. Webb said they showed how the upgraded communications log works on the laptop. Currently getting a bid for the upgrade.

**Comp Plan/Stantec** – Should receive flow test targets next week; will review the list and if no issues, will schedule time with Mason County Fire to help with tests. Commissioner Satran-Loudin asked how the Comp Plan was going, and Webb said that Jay has all the information. Webb had a conversation with Pam regarding the plan; Flow test targets hopefully next week.

**Wellhead Protection Plan** – Should receive a draft plan next month for review.

**Romance Hill Control Reprogramming** – Still working on RFP and will update the Board as we move forward. Freeman is working on the air release valve.

**Hummingbird Well site** – Still waiting on a bid for treating the sediment and researching issues with communications – more research needed.

**Well #1** – Has been running since February 26<sup>th</sup>, online February 28<sup>th</sup>.  
Average daily use for Well 1 – 11,966 cu ft, 89,505 gals/day; Maintaining CL residual of .4 range

Well 4 use prior to Well 1 going online 14,505 cu ft, 108,497 gals/day.  
After Well 1 going online 1,054 cu ft, 7,884 gals/day; Maintaining CL residual of .3 range

**DOR Audit/Appeal process** – Meeting with Burke at the District office on May 30<sup>th</sup> @ 11:00 am to go over facts and the meeting with DOR will be on June 4<sup>th</sup> at 10:00 am in Tumwater. Commissioner Pope is planning to attend.

**Draft policies in process, job descriptions, salary schedule, DEC manual** – Webb handed out Packets to the Board for review.

**Copies of administrative manual sections to take home** – This gives the Board an idea of what we are heading for.

Webb noted that the next topic was not on the agenda, but addressed the Board regarding the OAH Unemployment Hearing for Linda Rosa, scheduled for March 30<sup>th</sup> at 9:00 am.

7) **SR-3 Project** – Waiting on DOR hearing.

8) **Commissioners Comments** – Commissioner Pope thanked Webb for allowing him to call in on past meetings. Commissioner Satran-Loudin thanked staff for accomplishing a lot in a short amount of time. Commissioner Griffin mentioned it's coming up on Webb's 1<sup>st</sup> year anniversary with the District. She requested staff to write up a short statement on how we have all grown. Webb would like to hold a Saturday Retreat in April or May. Webb said he will be attending the WASWD Spring Conference in Yakima with the Commissioners. Commissioner Griffin attended the Section Meeting and they discussed early earthquake warnings. Safety Days will be in June.

Meeting Adjourned 6:30 pm

March 27, 2018 Meeting Minutes Approved by:

Commissioner Pope  Date: April 10, 2018

Commissioner Satran-Loudin  Date: April 10, 2018

Commissioner Griffin  Date: April 10, 2018