

Belfair Water District #1  
October 11, 2016  
Regular Meeting  
6 p.m.

**Commissioners Present**

Michael Pope  
Jill Satran-Loudin  
Linnie Griffin

**Staff Present**

Tom Peadon  
Linda Rosa  
Sherri LaHaie

**Guest**

1) Commissioner Pope called the meeting to order at 6:00 pm / Flag Salute

2) There were no public comments.

3) Accounts Payable were read by Commissioner Pope; A Motion Made by Commissioner Griffin to include Accounts Payable Warrants #6627- #6651, Motion 2<sup>nd</sup> 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 delete the word "And" on the agenda based on only having one set of Meeting minutes to approve. The Motion was seconded by Commissioner Satran-Loudin. Commissioner Pope called for a vote.

Motion Carried 3 Ayes and 0 Nays

5) Motion made by Commissioner Griffin to approve the meeting minutes from the September 27, 2016 meeting. Motion was 2<sup>nd</sup> by Commissioner Satran-Loudin to approve the meeting minutes September 27, 2016. Commissioner Pope called for the vote.

Motion Carried 3 Aye and 0 Nay

6) Petty Cash is at \$250.00 Receipts: \$0= \$250.00. The Cash Drawer has \$200.00. Commissioner Griffin verified before today's meeting. Commissioner Satran-Loudin Motioned to accept the Petty Cash & Cash Drawers as shown on the agenda. Motion 2<sup>nd</sup> by Commissioner Griffin. Commissioner Pope called for the vote.

Motion Carried 3 Ayes and 0 Nays

7) Manager Update:

**Expense Reports** – Peadon explained that we need receipts for all travel. Linda and Sherri gave a mini briefing on the proper way to fill out Expense Reports, providing each Commissioner with documentation that included Expense Report instruction, copies of mileage charts and bylaws regarding per diem rates for meals. Commissioner Satran-Loudin asked if we could keep her District credit card in the safe.

**Delinquent Tenants** – Peadon went over the situation with the Calkins family, who are renters with a history of delinquent accounts. They recently cut off one of the BWD locks and put in a straight pipe. The owners of the home are trying to evict them, but the renters have a restraining order against them. Peadon suggested we contact Brian Snure the District's attorney and possibly press charges against the renters for tampering. Meanwhile, the property owners are still responsible for paying an outstanding water bill and late fees.

**Accountability Audit/Exit Conference** – The Accountability Audit was completed 10/7/2016. Peadon made a recommendation for the Board to direct Commissioner Griffin to represent the Board at the exit conference not yet scheduled. Commissioner Satran-Loudin made a motion to have Commissioner Griffin attend on behalf of the Board. Motion 2<sup>nd</sup> by Commissioner Pope. Commissioner Pope called for the vote.

Motion Carried 3 Ayes and 0 Nays

**Hydrant Repair and Curb Stops** – Staff will continue to search for a contractor to replace the fire hydrant on Hwy 300 that was damaged by a hit and run vehicle.  
All three curb stops were shipped out today per Linda.

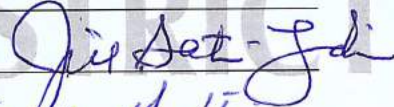
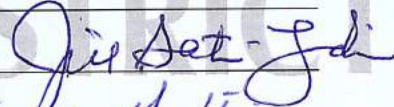

8) SR-3 Project: No new updates on the SR 3 Project.

9) Commissioners Comments:

Commissioner Satran-Loudin mentioned the surveyors were at the new building.  
Commissioner Pope informed the Board he will be on vacation and miss the next two Board meetings.

10) Commissioner Pope adjourned the meeting at 7:00 pm.

October 11, 2016 Meeting Minutes Approved by:

Commissioner Pope		Date: October 25, 2016
Commissioner Satran-Loudin		Date: October 25, 2016
Commissioner Griffin		Date: October 25, 2016

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