

Belfair Water District #1  
October 25, 2016  
Regular Meeting  
6 p.m.

**Commissioners Present**

Jill Satran-Loudin  
Linnie Griffin  
Commissioner Pope (Excused Absence)

**Staff Present**

Tom Peadon  
Linda Rosa  
Sherri LaHaie

**Guest**

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

2) There were no public comments.

3) Accounts Payable were read by Commissioner Satran-Loudin; A Motion Made by Commissioner Griffin to include Accounts Payable Warrants #6652- #6667, Motion 2<sup>nd</sup> by Commissioner Satran-Loudin. Commissioner Satran-Loudin called for the vote.

Motion Carried 2 Ayes and 0 Nays

4) Motion was made by Commissioner Griffin to approve the meeting minutes from the October 11, 2016 meeting. The Motion was 2<sup>nd</sup> by Commissioner Satran-Loudin to approve the meeting minutes October 11, 2016. Commissioner Satran-Loudin called for the vote.

Motion Carried 2 Ayes and 0 Nays

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

Motion Carried 2 Ayes and 0 Nays

6) Manager Update:

**Resolution for Authorization** – Peadon requested authorization to transfer funds on behalf of the district for Peadon, Rosa and LaHaie. Commissioner Griffin made a Motion to authorize funds by employees Peadon, Rosa and LaHaie on behalf of the district. Commissioner Satran-Loudin accepted the Motion. Commissioner Griffin 2<sup>nd</sup>. Commissioner Griffin called for the vote.

Motion carried 2 Ayes and 0 Nays

**Legal Action Update/Calkins-** Peadon wants the District to assist the owners of the property, the Shumakers, where the Calkins, a District customer, rented and left a large water bill and tampered with the District's service. Rosa also told the Board that the Shumakers have been working with the District to pay off the outstanding water bill left by the Calkins'. The Board authorized staff to work with the owner.

**Accountability Audit/Exit Conference** – The Accountability Audit Exit Conference has not been scheduled, the District is waiting on the State Auditor's Office to schedule the meeting. No word from Melinda, the auditor, yet. The Board also authorized Commissioner Griffin to represent the Board at the exit conference.

**Hydrant Repair and Curb Stops** – Linda wants a bid from Todd Anderson, the owner of Bull's Eye Construction. She had a conversation with him about prevailing wages and printed out job descriptions. The hydrant needs to be a replacement, not a relocation. Rosa is working on establishing a good business relationship with Bull's Eye and the District. Commissioner Satran-Loudin has previously worked with Bull's Eye Construction and told the Board she was impressed with their work.

**Inquiry about parcels behind Safeway** – Peadon reported to the Board that there were several inquiries for new water hookups. There is a vacant lot behind Safeway, empty lot on Cedar Street and several vacant lots on HWY 106 that have possible interest in service from the District. The District currently has 561 connections according to the DOH WFI, and is approved for 571 connections. The District should learn more about increasing the number of approved connections during a meeting with the Health Department visit on Wednesday.

Peadon told the Board that the District is trying to resolve the lease agreement with Pitney Bowes. We no longer use their equipment. Peadon recommended the District turn the settlement of the lease over to Brian Snure's office. The Board concurred.

Peadon asked for a Motion to pay the Chamber of Commerce bill for 2016 membership dues. A Motion was made by Commissioner Griffin to pay the 2016 membership dues in the amount of \$105. Commissioner Satran Loudin 2<sup>nd</sup> the Motion. Commissioner Satran-Loudin called for the vote.

Motion Carried 2 Ayes and 0 Nays

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

8) Commissioners Comments:

Commissioner Griffin attended the Water & Sewer Risk Management Pool in Lynwood. Commissioner Griffin said they discussed things such as membership, financials, insurance renewals, claims and FEMA. Commissioner Griffin brought a set of notes for BWD to review and stressed on the importance of reporting potential claims.

9) Commissioner Pope adjourned the meeting at 6:56 pm.

October 25, 2016 Meeting Minutes Approved by:

Commissioner Pope <u><i>Michael Pope</i></u>	Date: November 8, 2016
Commissioner Satran-Loudin <u><i>Joe Satran-Loudin</i></u>	Date: November 8, 2016
Commissioner Griffin <u><i>Linnii Griffin</i></u>	Date: November 8, 2016