

Belfair Water District #1
December 13, 2016
Regular Meeting
6 p.m.

Commissioners Present

Mike Pope
Jill Satran-Loudin
Linnie Griffin

Staff Present

Tom Peadon
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 Satran-Loudin to include Accounts Payable Warrants #6695- #6744, Motion 2nd by Commissioner Griffin. Commissioner Pope called for the vote.

Motion Carried 3 Ayes and 0 Nays

4) Motion was made by Commissioner Griffin to approve the meeting minutes from the November 8, 2016 meeting. The Motion was 2nd by Commissioner Satran-Loudin to approve the meeting minutes November 8, 2016. Commissioner Pope called for the vote.

Motion Carried 3 Ayes and 0 Nays

5) Petty Cash is at \$203.00 Receipts: \$47.00 = \$250.00. The Cash Drawer has \$659.40. Commissioner Griffin verified before today's meeting. Commissioner Satran-Loudin Motioned to accept the Petty Cash & Cash Drawers as shown on the agenda. Motion 2nd by Commissioner Griffin, with a comment that the Change Fund Balance Sheet needed to be revised due to a customer paying after the reconcile was completed for the day. Commissioner Pope called for the vote.

Motion Carried 3 Ayes and 0 Nays

6) Manager Update:

2015 Accountability Audit – Peadon summarized the State Auditor's Accountability Report for the period of January 1, 2015 through December 31, 2016, including the recommendations made by the auditor to resolve deficiencies found in District's procedures. Peadon reported that many of the recommendations have been implemented. Peadon was contacted by the Mason County Journal and he explained the District's response to the report and described some of our corrective actions.

Engineering Services – Peadon requested authorization from the board to put a notice in the Daily Journal of Commerce soliciting a Statement of Qualifications for engineering services to update the District's Water Supply plan and make other capital improvements to the existing water system. A Motion made by Commissioner Griffin authorizing the manager to put out a notice for engineering services. Motion 2nd by Commissioner Satran-Loudin. Commissioner Pope called for the vote.

Motion carried 3 Ayes and 0 Nays

Potential Purchases for 2017 – Peadon mentioned to the board some of the purchases the District would like to make in 2017. Some of the items includes office equipment, building improvements and other general purchases. Staff will be putting together an itemized list for the board to review at our next meeting.

New Employee – Peadon informed the board that the District hired a field technician, Jill Edwards on 12/1/2016.

Hydrant Replacement on HWY 300 – Work is completed, and approved by Mason County Public Works and North Mason Regional Fire Authority.

Next Meeting – Next meeting on December 27, 2016 will be cancelled. District will post information on the District's website and the door. Commissioner Griffin made a Motion to cancel next meeting. Motion 2nd by Commissioner Satran-Loudin. Commissioner Pope called for the vote.

Motion Carried 3 Ayes and 0 Nays

7) SR-3 Project: Peadon updated the board that the judge granted Stantec's Summary Judgement.

8) Commissioners Comments: Commissioner Griffin attended the Insurance Pool Meeting and was asking if she could be reimbursed for her ferry ticket, and at times she pays for her own meals. Peadon asked her to keep the receipts and turn them in. Peadon asked that the board needs to authorize her to attend. A motion was made by Commissioner Satran-Loudin to have Commissioner Griffin represent at the WASWD Section Meetings and the Insurance Pool Meetings. Motion 2nd by Commissioner Pope. Commissioner Pope called for the vote.

Motion Carried 3 Ayes and 0 Nays

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

December 13, 2016 Meeting Minutes Approved by:

Commissioner Pope _____ Date: January 10, 2017

Commissioner Satran-Loudin Jill Satran-Loudin Date: January 10, 2017

Commissioner Griffin Lannie Griffin Date: January 10, 2017

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